

Government Resume Guide

The following is a guide to create a government resume. A government resume is different from a standard resume because more specific information is needed to evaluate your application. Your resume is also used to determine what pay level you qualify for if you are offered a position/internship with the USDA, Forest Service. Because of the amount of information we request, a government standard resume is expected to be at least two pages.

2. *Personal Information*

- A. Full name (extra large font)
- B. Mailing address
- C. RELIABLE phone number with area code (preferably 2 numbers – home and cell phone)
- D. RELIABLE email address

2. *Objective*

- A. Mention what position you are applying for in sentence format (trail Crew? Fire fighting? Position with US Forest Service? Etc.)

3. *Education*

- A. School attending (name, city, and state)
- B. Expected graduation date
- C. Courses completed or will complete related to job desire
- D. Special Academic Awards (Good GPA, Perfect attendance, Honor roll etc.)

4. *Work Experience (Including internships)*

You are required to provide all of the following information below for each experience you put on your resume.

- A. Business, Company, or Agency (Name, City, State)
- B. Position Title (ex. Waitress, Cashier, Construction worker, Field Worker)
- C. Period you worked (ex. Jan. 2007 – Aug. 2007 or Jan. 3, 06 – Aug 15, 08)
- D. Hours worked (ex. 20 hours per week, 15hr/wk, 150 total hours)
- E. Wage earned per hour (\$10 per hour, \$8/hr)
- F. Job Duties and description. Use complete sentences (bullet points)
- G. Supervisor information if available (name and phone #)

5. *Volunteer Experience (Recommended)*

- A. You can treat a volunteer experience like work experience. Just use the guidelines mentioned in work experience that apply. You can also briefly list each volunteer experience using bullet points.

6. *Awards and Certificates (Recommended)*

- A. Using bullet points, List accomplishments (awards, certificates, scholarships, etc.) (ex. MVP soccer, Most improved football,

7. *Activities (Recommended)*

- A. Using bullet points, list activities you were or are involved in. (Sports, clubs, organizations)

8. *Hobbies (Recommended)*

- A. Only mention hobbies that relate to position you are applying for.

9. *References*

- A. 1-3 professional references (**NO FRIENDS / FAMILY / SUPERVISORS** already mentioned in resume)

It is recommended that you include the following for each reference.

- B. Full Name
 C. Title (teacher, counselor, coach etc.)
 D. Contact information (phone number and/or email)