

# **Tips for Building an Effective Resume**

It is important to address any specific information required and ensure your resume includes sufficient information to validate that you meet all requirements of the job for which you are applying. When applying for a federal job, more information is required in an application package than when applying for a job in the private sector. Do not assume that you can use one resume for all federal jobs.

In addition, an effective resume should include the following information:

## **Job Information:**

- Job announcement number
- Title and grade level(s) of the job for which you are applying
- Locations for which you are applying (if applicable)

## **Personal Information:**

- Full legal name
- Contact information (day/evening phone numbers, email/ mailing address)
- Indicate if you are a US citizen (required by most Federal jobs)
- Indicate veterans' preference category, if applicable, [Preference categories](#)

## **Work Experience (paid and/or unpaid):**

- Job title (include pay plan, series, and grade if Federal, non-military position)
- Employer's name and address
- Supervisor's name and phone number (indicate if we may contact your current supervisor)
- Starting and ending dates (month, day, and year)
- Hours worked per week
- Salary
- Date of last promotion (if Federal, non-military position)
- Duties and accomplishments (job descriptions are not recommended) Be sure to include:
  - The specific duties you perform(ed) in relation to the job you are applying for
  - How often you perform(ed) them (i.e. daily, weekly, monthly, etc)
  - How you perform(ed) them
  - The end results
  - Your role in the performance of the duties (i.e. Did you work independently? As part of a team? As a team leader? As a supervisor or manager?)

**Education:**

- Name of each school, college, or university attended and location
- Degree or certificate awarded (if no degree, show total credits earned and indicate whether semester or quarter hours)
- Date your degree was received or when it is expected
- Grade point average and scale (e.g., 3.6 of 4.0 grade scale)

**Other Qualifications:**

- Skills (e.g. other languages, computer software/hardware, tools, machinery, typing speed)
- Certificates and licenses (current only)
- Honors, awards, and special accomplishments (e.g. publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards)
- Training courses (title and year)