



Federal Resumes

Quick Reference Guide

Army Sustainment Command

PURPOSE OF A FEDERAL RESUME:

A resume is a marketing tool and advertisement about you! In the private sector, the resume is a summary of your qualifications, education, experiences and skills, with a single purpose of getting you an interview. In the private sector, the interview is where you can “wow” the recruiter with stories of how great your skills fit the job.

With the Federal government, a resume is still a marketing tool, but it is not a summary; the resume

should prove your qualifications in great detail. In this case, the resume is where you “wow” the recruiter. Your resume should tell a story about what you did and how well you did it. Focus on the position for which you are applying, in a way that best reflects your competencies for the position.

Federal resumes should be two to five pages in length and include similar language as the vacancy announcement. Read the job vacancy announcement very care-

fully and strategically develop your resume to include most, if not all of the required skills, if applicable. The Federal staffing specialist who reviews the resume for initial qualifications must know where, when and how long you were at the position mentioned, and will look to see if you have the “specialized” or directly-related experience requirements of the position for which you are applying.

WHAT TO INCLUDE:

The Federal resume must include additional information that is not typically requested in the private sector. If you don't supply this information, your application could be rejected. Required information is as follows:

Personal Information Full name, mailing address with zip code, day and evening phone numbers with area code, country of citizenship, veteran's preference, reinstatement eligibility, highest Federal civilian grade held (as applicable)

Education High school: name, city, and state, date of diploma; college or university: name, city and state, major(s), type and year of any degrees received as well as your GPA against the GPA scale.

Work Experience Job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, start and end dates, hours per week, salary, indicate whether your supervisor may be contacted

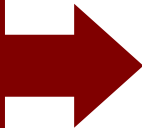
Other Qualifications Job-related training courses, skills, certificates and licenses, honors, awards and special accomplishments, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards



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SAMPLE FEDERAL RESUME:

Ensure you have current, up to date contact information. This will be used to contact you for interviews/job offers.



ERICK S. YOUNG
2339 North Shore Drive
Miami, FL. 33552
Tel: (817) 555-4254/Fax: (817) 555-4579
EYoung@yahoo.com

Tip: Use the resume builder on USAJOBS.com to walk you through building a resume and ensuring you capture all required data

SUMMARY OF RELEVANT SKILLS:

- **Research:** legislative, newspaper, Internet, international, Library of Congress and the Congressional Research Service
- **Writing & Editing:** reports, correspondence, emails, PowerPoint copy, web content, newspaper articles, newsletter content
- **Project coordination:** compiling information, planning and coordinating completion, tracking status, follow-up, and managing details
- **Languages:** Communicate in American Sign Language and Costa Rica Sign Language; Read and Write in English and Spanish
- **Computer skills:** Microsoft Suite: Microsoft Word, PowerPoint, Excel; Keyboard 50 wpm

Relevant skills are based on key words from the job duties listed in the job description.



EDUCATION:

University of South Carolina, Columbia, SC
Bachelor of Arts: May 2015, **Double Majors:** Political Science and Spanish
GPA: 3.348 **Semester hours:** 138

Florida School for the Deaf, Jacksonville FL, **Diploma**, May 2011

Honors & Awards:

Phi Sigma Iota Award (Foreign Language Honor Society)
Athletics Volunteer Award, Admissions/Concession Staff
Dean's List, University of South Carolina, three semesters
Represented University of South Carolina at the Department of State's *Disability Mentor's Day*. Met Secretary of State Hillary Clinton. Was photographed with Ms. Clinton and quoted in State Magazine, December 2013, p. 19, <http://www.state.gov/documents/organization/27053.pdf>

Research Paper Topics:

Consistently received excellent grades and faculty reviews of research papers. Many papers involved extensive original Internet and library research concerning politics, legislation, culture, international relations, world leaders and history. Papers include:

- History of the Republic of Costa Rica
- Eisenhower - Desegregating Schools and the Supreme Court
- How Nations Make Peace
- Hispanic Immigrations in the United States
- Antonio Magarotto and World Federation of the Deaf

LEGISLATIVE INTERNSHIPS:

Student Intern/Mail Clerk (unpaid)

September to October 20##

U.S. Senator Tom Harkin, United States Senate, Washington, D.C.
Sen. Tom Harkin's Intern Coordinator: (202) 555-3254
May contact

Ensure you include your title, dates worked, salary, and contact information of your previous employers.

Assisted Senatorial staff members in their day-to-day activities with a variety of support tasks. Participated in the legislative process. Conducted research on legislative issues, including: disability and education. Drafted correspondence to Iowa constituents. Researched issues for Iowa constituents and made referrals to various offices. Sorted and prioritized mail, e-mail, and faxes.

Student Intern (unpaid) / Staff Assistant (paid)

July to August 20## & 20##

Staff Assistant. \$12,000/annually

U.S. Senator Max Cleland, United States Senate, Washington, D.C.

Sen. Max Cleland, Member, Board of Directors. Export-Import Bank of the U.S.: (202) 555-3520

May contact

Assisted Senatorial staff members in the full range of support activities. Participated in the legislative process, including research on legislative issues, feeding information into database and drafting correspondence to Georgia constituents. Sorted and prioritized mail, e-mails, and faxes.

RESEARCH, WRITING AND TEACHING INTERNSHIPS:

Student Intern/Researcher

September to December 20##

Costa Rica National Association of the Deaf
Asociación Nacional de Sordos de Costa Rica (ANASCOR)
San José, Costa Rica.

Allan Fernández, Professor, University of Costa Rica

May contact

You can also say "do not contact," if you do not want the supervisor to be contacted.

555-9819 or email: allanfern@yahoo.com.

Collected and researched old and new newspapers related to deaf community and ANASCOR, various events and special projects. Wrote and submitted articles to associations, websites and newsletters relating to deaf community in San José and across Costa Rica.

Student Intern/Instructor

September to November 20##

The Education Center of the Deaf Adults
El Centro de Educación de Sordos Adultos (CESA)
San José, Costa Rica.

Allan Fernández, Professor, University of Costa Rica: Tel/Fax: (506) 555-9819

May contact

Taught deaf adult students studying Social Studies to include the geography, world history, history of Costa Rica and a general history. Participated in and organized various workshops for adult students.

ADMINISTRATIVE/CLERICAL EXPERIENCE:

Postal Aide. Salary: \$6.15/hour

January 20## to August 20##

University Post Office, University of South Carolina
Columbia, SC

Supervisor: Ms. Brenda Keller, Post Office Supervisor: (803) 555-5140.

May contact

Sorted incoming mails and separated mail and packages for delivery to appropriate departments and student mail-boxes.

Student Assistant. Salary: \$7.00/hour
The Office of the Provost, University of South Carolina
Columbia, SC
Supervisor: Ms. Sharon Hauptman, Administrative Assistant: (803) 555-5085.
May contact

August 20## to May 20##

Assisted with general projects in the office to include: mail pick-up and delivery to the Provost office and campus-wide; copying; checking work assignment boxes frequently for next assignment; typing of invoices and other forms; running errands; and assisting any Provost staff members with coordinating logistics of special projects and events.

Computer Lab Assistant. Salary: \$8.91/hour
College of Arts & Sciences Computer Lab
University of South Carolina, Columbia, SC
Supervisor: Mr. Russell Olson, Chair and Professor: (803) 555-5474.
May contact

January 20## to May 20##

Supervised activities in the computer lab room. Assisted students with computer-related questions and problems.

MEMBERSHIPS:

Florida School for the Deaf Alumni Association (FSDAA)
MyCarolina Alumni Association
Costa Rica National Association for the Deaf (ANASCOR)
World Federation of the Deaf (WFD)
Phi Sigma Iota (Foreign Language Honor Society)

ADDITIONAL INFORMATION:

- Distinguished for academic accomplishments.
- Successfully balanced academic and work schedules.
- Gained valuable insight and experience in the legislative process working as an intern in two different Senate offices.
- Acquired in-depth understanding and appreciation for the deaf in another country when serving in an internship in Costa Rica.

Useful References:

Resume Writing Tutorial - <https://www.youtube.com/watch?v=8YX7o1PBoFk>

Tips for Application in USAJOBS - <https://www.youtube.com/watch?v=y49d6wjbmxw>

Applying for Federal Jobs: https://www.youtube.com/playlist?list=PL8hc9yXSdAa-mqvl1YXxjvvcvWxL2n0x_

What to Include in my Federal Resume? <https://www.usajobs.gov/Help/faq/application/documents/resume/what-to-include/>