

Template/Guide – Federal Resume

NAME

Home Address

Phone Number | Email Address

Federal Employment Status: *(If applicable)* [Position Title], [GS Level]

Veterans Preference Status: *(If applicable)*

Clearance: *(if applicable)*

Citizenship: United States

Availability: (i.e. Full-Time, Permanent, Term, Recent Graduate)

Desired Locations: *(i.e. United States: Washington, DC, Cleveland, OH, Boston, MA)*

WORK EXPERIENCE *(List in reverse chronological order)*

Title	Dates of Employment (Month and Year)
<i>Organization name, Address, City, State Zip Code</i>	<i>Salary: (optional)</i>
<i>Supervisor (optional): Name, Phone, may/ may not contact</i>	<i>Hours Worked Per Week: XX</i>

Create at least three short paragraphs for each position listed and arrange your major accomplishments around skill sets in order to illustrate your proficiency for each required qualification listed in the job announcement.

Focus on the “requirements,” “skills” or “qualifications” sections of job ads, and look for “buzzwords” and desirable credentials for your resume.

List specific accomplishments, using quantifiable information such as percentages and dollar amounts if appropriate to demonstrate results. See example from USAjobs.gov below:

Technical Specialist	Jan 2019 - Present
<i>ABC Company, 123 Main St, Anytown, AZ, 12345</i>	<i>Salary: \$\$, \$\$\$\$</i>
<i>Supervisor: Jane Doe, 123-456-7890, May Contact</i>	<i>40 Hours Per Week</i>

- Provided professional/technical skills in the application of a specific job/activity/task to the following specifications.
- Excelled in the delivery of products/services to meet specific qualitative and quantitative requirements
- Performed difficult and complex work and excelled under challenging circumstances that allowed for personal growth and advancement

EDUCATION (*List in reverse chronological order*) [Note: If recent grad with no relevant work experience consider listing the education section before the work history section so that you are leading with your strongest information]

Graduate Institution, City, State Month and year of graduation
Degree and Major (i.e. Master of Science, Management)
Concentration: (if applicable)
Credits Earned: (optional, however recommended for current students)
GPA (*optional*) (if 3.5/4.0 or higher):
Optional: List relevant coursework, thesis, practicum information

Undergraduate Institution, City, State Month and year of graduation
Degree and Major (i.e. Bachelor of Science, Accounting)
Concentration: (if applicable); *Minor*: (if applicable)
Credits Earned: (optional, however recommended for current students)
GPA (if 3.5/4.0 or higher):
Optional: List academic honors, scholarships, relevant coursework, academic projects, study abroad

JOB RELATED TRAINING (*List in reverse chronological order*)

Name of Certification/Training Month and year of completion
Institution Name, City, State
List all degrees first, followed by certifications/trainings in reverse chronological order

PROFESSIONAL AFFILIATIONS

Organization name, City, State Dates of Participation (Month and Year)
Title (if applicable)
List specific contributions and accomplishments relevant to the desired position (if applicable).

ADDITIONAL INFORMATION

Note: Add other sections of relevant information as necessary: could include Language Skills, technical/computer skills, Professional Publications, job-related honors, awards, leadership activities, skills (such as computer software proficiency or typing speed) or any other information requested by a specific job announcement.

REFERENCES

[Name](*) [*Use an asterisk to indicate that it is a professional reference*]
[Employer]
[Title]
[Phone]
[Email]

(*) Indicates professional reference