



## Writing a Federal Resume

### Getting Started

A federal resume is your application to a position and requires more detail than private-sector resumes. It's a good idea to think of your resume (application) as a "paper interview" that gives hiring managers a detailed vision of your talents, skills, and concrete examples of your past work and accomplishments.

When applying to positions, each job opportunity announcement provides critical information regarding the position being filled. Review the summary, duties, and qualifications section to determine if the position is a right fit for you. As you begin to develop your resume, reflect on what experience you have and *how* it meets the requirements.

### Sections to Include in Your Resume

#### Contact Information

- Your full name and up to date contact information (including phone number/email address/ mailing address)

#### Education

- Indicate schools attended, date degree(s) were conferred and GPAs. If a degree was not awarded, provide the number of credits received.

#### Work Experience

- To properly give you credit for your experience, list your dates of employment (MM/DD/YY to MM/DD/YY), each job title held, and number of hours worked per week. If you have prior federal work history, also include your grade level for each position.
- In your own words, document your *relevant experience* with enough detail to show ***how you meet the qualifications for the position***. Focus on what need you can fill for the organization, not just what skills you have to offer.
- Define your role – did you work on your own? As a part of a team? As a supervisor? Did you assist with functions? Did you manage supervisors?
- Go beyond listing your job responsibilities by using accomplishments to highlight the results of your work experience. Prepare your resume statements to answer the questions: ***What did you do? How did you do it? What did it result in?***
- Relate your experience and accomplishments back to the requirements for the position you're applying to. ***Expand on your experience and accomplishments that clearly demonstrate how you have performed the specialized experience requirements for the position.***
- When considering how far back to go with your work history, go as far back as you need to make your experience applicable.
- If you are an intermittent employee, you must include start and end dates (from MM/DD/YY to MM/DD/YY) of each deployment, along with your job title, hours worked, and the duties performed during each deployment. If dates are completely omitted, you will not receive any credit for your experience.

#### Other Qualification (Optional)

- Job related training, language skills, awards, affiliations, references or position task books (PTBs) completed.

## Resume Writing Tips

Before submitting your application package, review these tips:

### DO

- Include start and end dates of deployment, job title, hours worked, and duties performed. Intermittent positions, such as Reservists should be broken out with dates for deployments, deployment titles, and experience gained during each deployment.
- Minimize “summary” information. A background summary/profile should be an introduction to why you’re a perfect fit for the job. Give us all your important work-related details within your work experience so we can give you the appropriate credit based on the time requirements.
- Dates of employment should be listed as MM/DD/YY to MM/DD/YY
- Use reverse chronological order (start with most recent experience and work your way back).
- Be concise (Resumes are not autobiographies – save the small details for an interview)
- Carefully review the specialized experience requirements and clearly demonstrate how your previous experience meets the required qualifications for the position.
- Elaborate! We can’t assume anything, and don’t know anything about your current job. Ensure you give enough background/information, so we can understand the complexity and scope of your work.
- Use accomplishments to show results. Use quantifiable (measurable) information whenever possible; such as numbers, percentages, dollars, or other data points to illustrate success.
- Use active verbs to describe actual work performed.
- Use your own words.
- Check your resume for spelling and grammatical errors.
- Make every word count. Have a friend review your resume or set your resume aside for a few days and then come back to it again with a fresh perspective.
- Review your application package to ensure that it contains all of the required information listed under the “How to Apply” section of the vacancy announcement.
- Make sure to always attach an updated resume, any relevant transcripts, and other supporting information required in the Vacancy announcement.

### DON'T

- Make things up or inflate your accomplishments, level of responsibility, or skills.
- Use personal pronouns (I, my, me) in a resume (start with an action verb instead)
- Use acronyms without explaining the full meaning.
- Use job description expressions like “duties included” or “responsibilities”. Instead use accomplishment-oriented phrases that can set you apart from the competition.
- Include pictures or personal information on your resume (e.g. height, weight, age, date of birth, place of birth, marital status, ethnicity, health, reason for leaving previous jobs, etc.)
- Use the same resume for every job – take the time to tailor your resume for each position.
- Assume we know what you did. Rather, you should answer the questions – what did you do, how did you do it, and what did it result in?

## Documenting Intermittent Experience

There are several ways of effectively communicating your intermittent experience as a Reservist. At a minimum, you should include your deployment title, dates of deployment (from mm/dd/yy to mm/dd/yy), and the duties you performed. Here are two examples:

### Documenting Intermittent Experience, Example #1:

#### Experience

Deployment Title | FEMA | Dates of Deployment - MM/DD/YY – MM/DD/YY

- List Major Experience/Accomplishments. This is the information we will use to qualify you against the requirements for the position

Deployment Title | FEMA | Dates of Deployment - MM/DD/YY – MM/DD/YY

- List Major Experience/Accomplishments. This is the information we will use to qualify you against the requirements for the position

### Documenting Intermittent Experience, Example #2:

#### Experience

Deployment Title | FEMA

##### **Deployments in this title include:**

DR- XXXX – Dates of Deployment - MM/DD/YY – MM/DD/YY

DR- XXXX – Dates of Deployment - MM/DD/YY – MM/DD/YY

DR- XXXX – Dates of Deployment - MM/DD/YY – MM/DD/YY

##### **Experience at deployments include:**

- List Major Experience/Accomplishments. This is the information we will use to qualify you against the requirements for the position

Examples of action verbs that can be used in developing resumes:

<b>Management Skills</b>	<b>Communication Skills</b>	<b>Research Skills</b>	<b>Technical Skills</b>	<b>Teaching Skills</b>	<b>Financial Skills</b>	<b>Creative Skills</b>	<b>Clerical Skills</b>	<b>Others</b>
Administered	Addressed	Clarified	Assembled	Adapted	Administered	Acted	Approved	Achieved
Analyzed	Arranged	Collected	Built	Advised	Allocated	Created	Arranged	Expanded
Assigned	Authored	Critiqued	Calculated	Clarified	Analyzed	Customized	Catalogued	Improved
Attained	Collaborated	Diagnosed	Computed	Coached	Appraised	Designed	Classified	Pioneered
Consolidated	Corresponded	Evaluated	Designed	Communicated	Audited	Developed	Collected	Reduced
Coordinated	Developed	Examined	Devised	Coordinated	Balanced	Directed	Compiled	Resolved
Developed	Drafted	Identified	Engineered	Developed	Budgeted	Established	Executed	Restored
Directed	Edited	Inspected	Fabricated	Enabled	Calculated	Fashioned	Generated	Transformed
Evaluated	Formulated	Interpreted	Maintained	Encouraged	Computed	Founded	Implemented	Assessed
Executed	Influenced	Interviewed	Operated	Evaluated	Developed	Illustrated	Inspected	Assisted
Improved	Interpreted	Investigated	Overhauled	Explained	Forecasted	Initiated	Monitored	Clarified
Increased	Lectured	Organized	Programmed	Facilitated	Managed	Instituted	Operated	Coached
Organized	Moderated	Reviewed	Remodeled	Guided	Marketed	Integrated	Organized	Counseled
Oversaw	Negotiated	Summarized	Repaired	Informed	Planned	Introduced	Prepared	Demonstrated
Planned	Persuaded	Surveyed	Solved	Instructed	Projected	Originated	Processed	Diagnosed
Produced	Promoted		Upgraded	Persuaded	Researched	Performed	Purchased	Educated
Recommended	Publicized			Set goals		Planned	Recorded	Facilitated
Reviewed	Reconciled			Stimulated		Revitalized	Screened	Familiarized
Scheduled	Recruited			Trained		Shaped	Specified	Guided
Strengthened	Spoke						Tabulated	Motivated
Supervised	Translated						Validated	Represented
	Wrote							