CAREER DEVELOPMENT OFFICE
FEDERAL GOVERNMENT RESUME GUIDE

THIS GUIDE IS INTENDED TO SERVE AS A STARTING POINT FOR CREATING OR IMPROVING YOUR RESUME FOR APPLICATION TO FEDERAL EMPLOYMENT. IT INCLUDES BEST PRACTICES, HELPFUL TIPS AND RESOURCES FOR DEVELOPING A SUCCESSFUL DOCUMENT.

To access all of our online tools and information, visit: *www.nl.edu/careerdevelopment*

GENERAL RESUME FORMAT

The Federal Government resume requires specific information to evaluate a candidate's qualifications and determine if legal requirements for Federal employment are met. You will need to go into more detail when describing your skills and accomplishments, which will be used as a tool for an employer to assess your background and experience. If your resume or application does not provide all of the information requested in the job vacancy announcement, you may lose consideration for a job.

****If an employer notes a specific skill or certification requirement in the job description, makes sure this is reflected on your resume****

LENGTH

Due to this high level of detail and information required, expect to have a resume that is 2-5 pages in length rather than the standard 1-2 pages.

PERSONAL INFORMATION

- Full name and mailing address (with zip code)
- Day and evening telephone numbers
- Email address
- Country of Citizenship: (Indicate USA)
- Veterans Preference: (Indicate whether you are a veteran by putting "Yes" along with the branch, or no by putting "N/A")
- Federal Civilian Status: (This is referring to whether you currently hold a Federal position outside of the military. Indicate Yes with current position and department or N/A)
- Reinstatement Eligibility (proof of your career or career conditional status may be requested)
- Highest Federal Civilian grade held (provide job series and dates held)

JOB INFORMATION

Include announcement number, title and grade of the position you are applying for

DESIRED LOCATION(S)

WORK EXPERIENCE

For each experience on your resume, include the following:

- Job title (include series and grade if Federal job)
- Full job address

- Start and end dates (including the month and year)
- Number of hours worked per week
- Salary
- Security clearance, if applicable
- Responsibilities and duties performed in detail – use paragraph format, not bullets. For more information on this, see Resume Tips and Sample below.
- Supervisor's names and telephone numbers *Indicate if your current supervisor may be contacted*

  Note: You may also provide a separate list of references. List the contact name, phone number and reference type (professional, personal or academic).

EDUCATION

Colleges or Universities

- Names, cities and states
- Majors
- Type and year of any degrees received
  (If no degree was earned, show total credits earned and indicate whether semester or quarter hours.)
  A copy of your college transcript may be requested if you are using education to meet qualification requirements. An official transcript will be required prior to your appointment if selected.

High School

- Name, City and State
- Date of diploma or GED

VOLUNTEER WORK

- Include relevant volunteer work or community organization roles that demonstrate your ability to do the job

LANGUAGE SKILLS

- Indicate the level of proficiency (Reading, Writing, Speaking)

PROFESSIONAL DEVELOPMENT/TRAINING

- Classes, Seminars, Coursework, Certifications, Trainings (include title and year) which are relevant to the job

TECHINCAL SKILLS

- Include job-relevant skills such as typing speed, computer software/hardware, machinery, etc.

RESUME TIPS

- Organize resume to make it easy to read and understand
- Use reverse chronological order to list experience (most recent experience first)
- Provide greater detail for experience that is relevant to the position being applied for

- Show all experiences and accomplishments under the job experience section
- Use plain language – avoid using acronyms
- Pronouns are acceptable for government resumes, but use them sparingly
- Ensure resume reflects the knowledge, experience, and/or education required for the position being applied for
- Use paragraph form for work experience descriptions
- Turn list of duties into accomplishment statements by listing a purpose or result

Avoid Useless Words And Phrases Such As:

- Due to the fact of…
- It was my responsibility to…
- In order to…
- In this position, I…

Do Not Include:

- A photograph
- Inappropriate material or content
- Demographic information
- Classified or Government-sensitive information
- Social Security Number (SSN)
- Encrypted and digitally signed documents

SAMPLE RESUME

BRIAN FREEDMAN

2330 Braddock Road, Essex, MD 21797 • Home: (410) 555-1212 Cell: (410) 888-1212
Brian.Freedman@email.com

Citizenship: USA
Veteran's Preference: N/A
Federal Civilian Status: N/A
Reinstatement Eligibility: Former employee with federal civilian reinstatement eligibility
Desired Locations: U.S. - Florida

Vacancy #659-86744
State Department: Bureau of Democracy, Human Rights and Labor Education

CAREER GOAL

To plan and develop physical security and security systems procedures and guidelines to ensure the safety and security of programs throughout the federal government.

EDUCATION

Rutgers University, New Brunswick, NJ
B.S. in Criminal Justice, *magna cum laude* May 2003
GPA: 3.89/4.0

New Brunswick High School, New Brunswick, NJ
H.S. Diploma May 1998

TRAINING

National Security Training Academy, Alexandria, VA
Security Technician January 2004 – May 2004

CERTIFICATION

Video Surveillance, National Security Board, Washington, D.C. January 2005

EMPLOYMENT HISTORY

Security Supervisor November 2008 - Present
Employer: Commercial Development Corporation (CDC)
9700 Charles Street, Baltimore, MD 21201
Salary: $75,000 yearly, 40 hours/week
Supervisor: Mark Freedman, (410) 570-3708; may not be contacted

Led and supervised a security team comprised us 26 employees across 5 multi-million dollar commercial and transportation projects. Under my direction our team reduced internal thefts by 50 percent. Applied loss prevention techniques and investigated external theft incidents with procured vendors, resulting in legal action and leading to $1.5 million in cost savings. Strategically assessed and recommended surveillance technology for critical areas. Established policies for tracking and reporting missing inventory with CDC Accounting.

Investigative Security Specialist, GS-11 June 2003 – October 2008
Employer: Federal Emergency Management Agency (FEMA)
500 C Street SW, Washington, D.C. 20026
Salary: $25/hour, 40 hours/week
Supervisor: Christopher Hansen, (202) 555-1212; may be contacted
Clearance: Department of Homeland Security, Secret Clearance

Reviewed over 15 requests for background investigations weekly; forwarded them to the proper investigative authority. Served as the trusted liaison to transmit guidance from the Chief, Disaster Security Operations Branch to team members to ensure safety and protection during operational activities. Maintained an organized filing system of over 2.5 million field Security Reports. Developed monthly and annual statistical information, which were used to enhance the 5 FEMA security programs. Tested the operational readiness of the new Security ID Badging and Alarm systems.

VOLUNTEER EXPERIENCE

Criminal Investigator June 1999 - April 2003
Volunteers in Police Service Program, New Brunswick, NJ
15-20 hours/week
Supervisor: Margaret Warren, (732) 710-5212; may be contacted

Conducted criminal investigations to protect the citizens of the jurisdiction. Investigated individuals suspected of committing criminal activity. Performed crime mapping and analysis.

COMPUTER SKILLS

PC and Macintosh Operating Systems, Microsoft Office, SharePoint