

FEDERAL RESUME TEMPLATE

Your Name in at least 14-16 point font; bold and/or italicized

Street Address, city, state & zip on one line
Phone number(s) and e-mail address on one line

(Use some type of line or two spaces to separate your name and contact info from the body of your resume)

Position Applying for: Write the job title/series/grade of the position you're applying for and the vacancy announcement number. Including the name and location of the agency you're applying to is optional, since the vacancy announcement specifically identifies a job in a particular agency.

Personal Information:

Citizenship: U.S.A. • Veteran's preference: • Reinstatement eligibility: • Highest Federal grade held: write down the pay schedule/series/grade of the position as well as the dates you worked at the job.

Skills Summary:

- Use bullet points to list several key skills, experiences, licenses, abilities that you have. Do not write complete sentences!
- This is where you begin to sell yourself. If reviewers only look at your resume for a few minutes, what key things about you would you want them to know?
- Think of this section as your "preview of coming attractions."

Academic Education & Honors:

You have to give the degree, the month/year you received it, the name, city and state of the school where you received the degree. You must also give the number of hours—identified as either semester or quarter—that you had in your major. You may also include your minor, but that's optional.

- Use bullet points to list your academic education (job-related training comes later)
- Start with your highest-level degree first and work backward.
- Here's a sample of this format:
 - **Ph.D.** (May 1997), **Howard University**, Washington, D.C. 20059 Major: *Organizational Communication (Human Communication Studies)*. Dissertation title: *"From Program Towards Process: Federal Employee Socialization, 1940-1990."* (61 semester hours, GPA 3.8 on a 4.00 scale)
- If you received any honors or awards in your degree program, make a section called "Honors:" under each of your degrees and then list them. Many agencies also ask for your GPA

(sometimes in just your major, sometimes overall) and what the scale was. You should always include your GPA so that you don't have to worry about looking for it.

- If you attended college but didn't get a degree, give the same information as above, but state the number of hours you took and what your area of study was.

Employment History:

- NOW we get to your work history. You're probably on your second page by now. **Federal resumes are chronological.** You are only required to go back 10 years in your employment history: you decide how far back you want to go. If you previously held a job that relates to the job you are currently applying for, you should include it. However, you must include ALL of the jobs back to that job; you can't skip jobs just to include it. Start with your current job and work backwards.
- **The following information MUST be included for all of the jobs you list:**
 - First line: Put the dates you held the position (month/year – month/year) on the left side of the page (it's easier to read) and the job title in **bold** and/or *italic*
 - Second line: Name of organization, city/state/zip (not bolded), Salary (per hour/month/year), Number of hours per week (e.g., 40 hours/week), Supervisor's name and contact info (phone and e-mail), indicate whether or not he/she can be contacted

Starting on the second line, you may type all of the other information straight across until you get to the end about contacting your supervisor.

- Come down one line and then start listing your duties in bullet points. Make a heading for "Duties." List your MOST IMPORTANT duties first.
- Make sure that you only use first-person verbs. Using a verb with an "s" on the end usually means that you copied directly from a position description (PD) because PDs are written in third-person—which uses the "s."
- Make sure that the verbs in all of your past jobs are in past tense.
- When you've finished listing your duties, come down one line and make a heading for "Results", "Accomplishments", or "Achievements." You should bold this so that it stands out.
- You should have **at least** one or two accomplishments in each job. Accomplishments include promotions, bonuses, plaques, certificates/letters of commendation, awards, special training, special projects, etc. Give the month/year for each accomplishment. List your most important accomplishments first.

Job-Related Training:

- Make a sub-heading for each type of training that you plan to include. Some examples of sub-headings are: Supervision/Management, Human Resources Management, Analysis/Evaluation and Project Management, Training and Employee Development, Information Technology, and "Other."

Your Name Here (or in the middle or right side).

- Under each sub-heading you create, list the course/training you took. Here's a sample under a "Human Resources Management" heading:

April 13-15, 1992 Supervising Employee Performance, Conduct, and Leave (24 hours,
OPM Training Center, D.C.)

- Include the date(s) of the training, the name of the training, the organization that sponsored the training, how many hours/days it lasted, and where the training took place.

Job-Related Certifications:

- Using a bullet list, include any important certifications or licenses you have. Give the name of the certification/license, the organization that granted it (and location), and the dates that the certification is in effect.

Job-Related Skills:

- Include language skills (not English or your high school French!); state your skill level: novice, intermediate or advanced in speaking, reading or writing the language.
- If you use very specialized equipment, (e.g., office machines, computers). Give the specific name(s) and model number(s) of the equipment.
- List computer software you know how to use (be specific and give the name of each program and its version. Here's a sample:
 - Proficient in using the following software: Windows XP Operating System, Windows 7; Microsoft Office 2010 (PowerPoint, Word, Outlook), WordPerfect 9 word processing, Printshop Deluxe, PrintMaster
- Highly skilled in using the Internet to conduct research
- Typing speed: approximately 60 words per minute.

Honors, Awards & Special Accomplishments:

- Use a bullet list to include any awards or accomplishments that you received that you didn't previously put under your job accomplishments. (You may have been given an award for work you did for another organization.)

Volunteer/Community Service & Awards:

- Volunteer/community service can provide you with a range of skills. If you've done any volunteer work that you think gave you good skills or that you think will reflect well on your resume, list it here using a bullet list. Make sure to include if you held any elected offices. Here's a sample:
- Served on the ASTD Federal Forum Planning Committee from 1999-2004 and was a member

Your Name Here (or in the middle or right side).

of the Federal Team (FedTeam 2002) that produced the first “Conference-within-a-Conference” (CWC) for Federal HRD specialists at an ASTD Conference in June 2002 (I was also a presenter at the conference). For this achievement, our team received ASTD’s 2002 “Volunteer-Partnership Award” at the 2003 Conference in San Diego, CA. I was the co-chair of the FedTeam that produced the expanded Public Sector CWC at ASTD’s 2004 conference (May 24-25, 2004) in Washington, D.C.

Professional Affiliations:

- Using a bulleted list, include professional organizations that you belong to, especially if they relate to the type of work you do or want to do. Include the name of the organization, your role, and the dates of your membership. Here’s a sample:

--International Public Management Association for Human Resources (IPMA-HR) (member, 2009 – Present)

- Even if you are no longer a member of a professional association that relates to the type of work you are seeking, you might still want to list it on your resume and include dates that you were a member. Here’s a sample:

--Human Resource Association of the National Capital Area (HRA-NCA) (member, circa 2006 - 2008).

NOTES:

1. **Federal resumes do not have a specified page length.** The two-page limit for private sector resumes actually hinders you when applying for federal jobs. **Sing your WHOLE song!** Your competitors do.
2. **Don’t leave too much white space!** Use margins that are 0.5 or 07. Inches. This template uses a 0.7 inch margin. Larger margins (1-inch or large indents of your information) waste space and will make your resume longer than it needs to be.
3. Use 12-point font for your resume – it is the standard. This resume template is in 12-point font. **Use a sans serif font for 508 Compliance.** You can use a different font for your name and your headings and use another for your text. It’s your choice.
4. This format will make your resume easy to follow and looks neat and uncluttered. Do not jam everything close together. Bullet points and spaces between sections make text easier to follow. Use two line spaces to separate major sections.
5. Make your headings stand out. Your style options are all capital letters (ALL CAPS), **bold**, *italics*, or underlining, or some combination, but NOT all four: two or three are best. For example, use

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bold and underlined, *italic and bold*, italic and underlined, ALL CAPS and bold, ALL CAPS and underlined, or ALL CAPS and italic. You might also want to make your headings 1 point higher than the font you use for your text; in this template, the headings are in **13-point font** to make them stand out.

6. If you don't have veterans preference or have never worked for the Federal Government, put "No veterans' preference" or "No federal experience" or "N/A" after head of these items. Do NOT eliminate them!
7. Your name should be on each page of your resume. You can use a footer in a smaller font size (10 or 11 points). It is helpful to use the numbering format that indicates how many pages your resume is (see footer and page number format at the bottom of the pages in this template). Putting a page number on the first page is optional.
8. **Federal resumes must be in chronological format, not functional. Start with your current position and then work backward.**
9. You only have to cover a minimum of 10 years of work experience in your resume. However, if you have a previous job that relates to the job you're applying for, then include that job and all other jobs you've held up to and including your current job.
10. **Make sure to use key words from the vacancy announcement in your resume (skills summary, job duties, and accomplishments)! Many agencies use computers to do the first sort on applications received: if you don't have key words in your resume, you'll automatically be eliminated.**
11. You are not required to put your references on a Federal resume. However, it is helpful to have at least three references and their contact information on the resume just in case the interviewer would like to contact them after he/she interviews you. Another option is to bring the names and contact information for your references with you to the interview on a separate sheet of paper with your name and contact info as the heading. Make sure that the references you provide are the best ones for the particular job you are applying for: some references are better than others.

(Revised January 29, 2014)

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