FEDERAL RESUME TEMPLATE

Name (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 "sandwich board sign."

Academic Education & Honors:

- 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:" and then list them. 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 (I also include my minor, but that's optional). Many agencies also ask for your GPA (sometimes in just your major, sometimes overall) and what the scale was. I always include my GPA so I 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**: see my sample below:

  --First line: Put the dates you held the position (month/year – month/year) on the right 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)
  --Third line: Salary (per hour/month/year), Number of hours per week (e.g., 40 hours/week)
  --Fourth line: Supervisor's name and contact info (phone and e-mail), indicate whether or not he/she can be contacted

- Come down one line and then start listing your duties in bullet points. Make a heading for "Duties." (I use an underlined heading) List your MOST IMPORTANT duties first.
- Make sure that the verbs in all of your jobs other than your current one 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 have **at least** one or two accomplishments in each job. Accomplishments include promotions, bonuses, plaques, certificates/letters of commendation, awards, above-average performance appraisals, 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. For example, my sub-headings are Supervision/Management, Human Resources Management, Analysis/Evaluation and Project Management, Training and Employee Development, Information Technology, and "Other."
- 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 (optional for this last item).

Job-Related Certifications*:*

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

- 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 how length of the certification (dates).

Job-Related Skills:

- Include language skills (not your high school French!); state your level: novice, intermediate, advanced

- Include skills with machines (e.g., office machines, computers. Give specific names and model numbers)

- 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, Microsoft Office 2003 & 2007 (PowerPoint, Word, Outlook), WordPerfect 9 word processing, Lotus Notes (e-mail), Printshop Deluxe, Printmaster; also adept at using the Internet to conduct research. Typing speed: approximately 60 words per minute.

Job-Related Honors, Awards & Special Accomplishments:

- Use a bullet list to include any awards that you didn't previously put under your job accomplishments.

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, put it here, using a bulleted 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 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 my 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 my 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 will actually hinder you when applying for federal jobs. Sing your WHOLE song! Your competitors do!
2. Use 12-point font for your resume – it is the standard; minimum is 11-points. This resume template is in 12-point font.
3. Make your headings stand out. Use all capital letters, bold, italics, or underlining, or some combination, but NOT all four: two are best. For example, use **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. In this template, the headings are in 13-point font.
4. Your name should be on each page of your resume, but don't use the same heading as on your first page. Use a footer in a smaller font size (10 or 11). It is helpful to use the numbering format that indicates how many pages your resume is (see footer and page number format below). Putting a page number on the first page is optional.
5. **Federal resumes must be in chronological format, not functional. You start with your current position and then work backward.**
6. 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.
7. **Make sure to use key words from the vacancy announcement in your resume (job descriptions, 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.**
8. 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 line spaces to separate sections. However, do not use too much white space: it is wasted space and will make your resume longer than it needs to be.
9. 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.
10. NOTE 7: On Federal resumes, references are not required. However, it would be helpful to have 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 three 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. I switch references based on the job I am applying for.