

# FEDERAL RESUME GUIDE

TRADITIONAL	FEDERAL
One to two pages in length	Three or more pages in length
Scanned by software or human eyes to see if candidate's experiences match the job description	Always scanned by a Human Resources staff member. HR staff will review application documents and give each candidate a score out of 100 (110 for veterans). Applicants who are "Best Qualified" and receive a score of 90 or above will be reviewed by the Hiring Manager to see if candidate's experiences match the job description
Built in word processing program	Built in USA Jobs resume builder
Bullet accomplishments	Uses short paragraphs to describe position responsibilities and bullet points highlight key accomplishments
Uses bolding to highlight details	Uses ALL CAPS to highlight details since the USA Jobs Builder does not have a bolding function
Information on resume provides basic personal information and work history details	Displays additional information including full mailing address, citizenship information, security clearance information, veteran status, past employers' names and contact information, salaries, hours per week etc.

## PERSONAL INFORMATION

### INCLUDES

- Full legal name
- Permanent mailing address
- Phone number and Email
- Country of citizenship
- Veteran's preference and reinstatement eligibility (if applicable)
- Security clearance grade (if applicable)

### EXAMPLE

CALEB HAAS  
 1010 Main St. Providence, RI 02903  
 Phone: 401-555-8774  
 Email: caleb.haas@salve.edu

United States Citizen  
 Security Clearance: Secret (active)

## POSITION INFORMATION

### INCLUDES

- Job Title, Department, and Agency
- Job Announcement Number
- Series & Grade

### EXAMPLE

OBJECTIVE: Student Trainee (Contracting), Department of Defense, Defense Logistics Agency, GS-1199-07/07,  
 Announcement: DLAPATH-16-1807078-STUDENT



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## EDUCATION

### INCLUDES

- Degree title(s)
- Academic Honors (Dean's List, GPA if above 3.0, etc)

### EXAMPLE

#### EDUCATION

Bachelor of Art in Administration of Justice, Anticipated May 2017  
Salve Regina University, Newport, RI  
Cumulative GPA: 3.67, Dean's List

## EXPERIENCE

### INCLUDES

- Job/Experience Title
- Employer's name and location
- Description of duties and accomplishments starting with action verbs
- Supervisor's name and contact info, or someone who can verify your employment
- Dates of employment
- Hours worked per week
- Salary
- Indicate whether or not they can contact this employer

### EXAMPLE

INTERN, RHODE ISLAND EMERGENCY MANAGEMENT, Cranston, RI; 06/16 to Present, Hours per week: 15;  
Salary: unpaid; Supervisor: Ms. Mary Sue Smith, 401-555-1234, may contact

Rhode Island Emergency Management Agency Interns work to reduce the loss of life and property for the whole community while ensuring that as a state we work together to build, sustain, and improve our capability to prepare for, protect against, respond to, recover from, and mitigate all natural, human-caused, and technological hazards.

#### GRANT POLICY ADVISING

- Monitor Homeland Security Grant compliance for local Fire, Police, and Public Works Departments
- Verify paperwork and ensure grant funded equipment is being utilized properly
- Audit local departments compliance with grant regulations process auditing paperwork

#### WRITTEN AND ORAL COMMUNICATION

- Collaborate with staff in the completion of a Policies and Procedures guidebook
- Coordinate site visits with Department Chiefs, Deputies or Lieutenants
- Develop and deliver an auditing report to grant funded departments to complete auditing process

#### ADMINISTRATIVE AND CLERICAL SKILLS

- Answer phone calls and address safety and security concerns from community members
- Respond to grant policy questions submitted via email and maintain individual department files

## OTHER POSSIBLE SECTIONS

Just like a traditional resume, you may want to organize your experiences by relevance and title your sections in a way that highlights your qualifications and brings your most relevant experiences to the top of your resume. Some sections you may consider including on your resume are below, but you are not limited to only these.

RELEVANT COURSEWORK  
RESEARCH EXPERIENCE  
CAMPUS INVOLVEMENT

VOLUNTEER WORK  
LANGUAGE SKILLS  
TECHNICAL SKILLS

HONORS, AWARDS &  
ACHIEVEMENTS  
TRAINING & CERTIFICATIONS

