

# Writing Your Federal Résumé

Whether you are a current Federal employee or new to the Federal Government, your résumé is the primary way you communicate your education, skills and experience.

## Important Facts about the Federal Hiring Process

Fact 1: The Federal Government does not require a standard job application. Your résumé is your application.

Fact 2: Hiring agencies state the qualification requirements in the Job Opportunity Announcement (JOA). You must meet the requirements in the JOA to be considered for the job.

Fact 3: After applying, the hiring agency uses the information in your résumé to verify if you have the required qualifications stated in the JOA.

Once they have determined who is minimally qualified, the agency may use other assessments such as structured interviews or testing to determine the best qualified applicants.



### What's in a JOA?

- ★ Level of experience
- ★ Amount of experience
- ★ Education
- ★ Training

## What to Include In Your Résumé

Federal jobs often require that you have experience in a particular type of work for a certain period of time, so be sure to include the month and year that you began and ended each job. Also, include the number of hours you worked per week.

Be sure to provide information on the level and amount of experience to demonstrate you meet the qualifications. For instance, whether you served as a project manager or a team member helps to illustrate your level of experience.

Include examples of your experience and accomplishments that prove your ability to perform the tasks at the level required for the job as stated in the JOA.



### What Should Be In Your Résumé?

- ★ Start and end dates for each job
- ★ Number of hours per week
- ★ Level of experience
- ★ Examples of experience and accomplishments

## What to Include in Your Résumé (Cont.)

Make it easy to understand exactly what you did. If you don't provide the information required for the hiring agency to determine your qualifications, you might not be considered for the job.

A reverse chronological résumé will help agencies evaluate your experience. Reverse chronological order is a way of listing experience in which you provide your most recent experience first and work your way back. Provide greater detail for experience that is relevant to the job for which you are applying.

Be sure to show all experience and accomplishments under the job in which you earned it. This helps agencies determine the amount of experience you have with that particular skill.

Experience and accomplishments can be written in either bullet or paragraph format.



### Reverse Chronological Order

#### **Program Analyst, GS-343-11**

January 2009 - Present

40 Hours/Week

\$63,000/Year

★ Experience/Accomplishment

★ Experience/Accomplishment

#### **Unit Supply Specialist**

December 2002 – September 2008

40 Hours/Week

\$22,850/Year

★ Experience/Accomplishment

★ Experience/Accomplishment

## Customizing Your Résumé

You may want to tailor your résumé to the JOA rather than sending out the same résumé for every job. This helps you match your competencies, knowledge, skills, abilities and experience to the requirements for each job.

Be sure to review the JOA, especially the Duties and Qualifications sections. Also, preview the assessment questions found in the “How You Will Be Evaluated” section of the JOA. Verify that you have the required experience and/or education before you apply. You'll have to clearly show how your skills and experiences match the qualifications in the JOA.

## Other Information to Include

Your résumé should emphasize your strengths. You should include everything you've done that relates to the job you are seeking, and leave out experience that isn't relevant.

Where it makes sense, present your achievements and accomplishments with numbers, percentages or dollars. You can find this information in things like your performance reviews, previous job descriptions, awards and letters of recommendation.



### Measuring Your Accomplishments

A statement such as "Improved efficiency of document processing by 25% over the previous year" shows in concrete terms what you accomplished.

## Other Information to Include (Cont.)

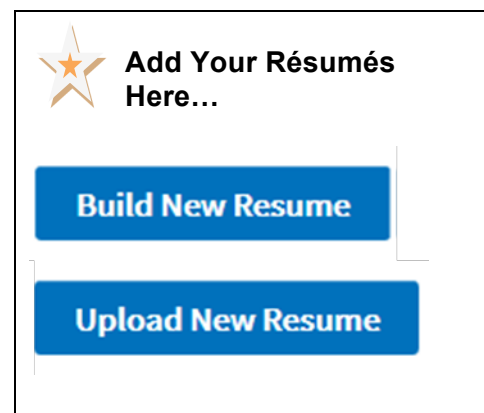
Don't limit yourself to only including paid work experience. For example, volunteer work and roles in community organizations may have provided valuable experiences that demonstrate your ability to do the job.

Hiring agencies are more interested in the content of your résumé than the length of it. You do not have to limit your résumé to one or two pages.

## Adding Your Résumé to USAJOBS

Start by building your profile on USAJOBS. Then, decide whether to upload your résumé, build one using the USAJOBS résumé builder, or both. Note that some positions may require you to use the USAJOBS résumé builder.

USAJOBS lets you upload or build multiple résumés, so you have the opportunity to customize each one to the different types of jobs you may be interested in.



## More Tips

- ★ Use plain language and avoid using acronyms, so your résumé is easily understood.
- ★ Check your résumé for spelling and grammatical errors.
- ★ Have someone with a good eye for detail review it before you apply.

## Don't Forget...

- ★ Customizing your résumé helps show how you meet the requirements of the job.
- ★ List your most recent experience first.
- ★ Include your experience and/or education related to the qualifications requirement.
- ★ Writing an effective résumé helps show the hiring agency you are the person they need! The USAJOBS résumé builder is a great guide as to what needs to be included in your résumé.

## Resume Writing Video

<https://www.youtube.com/watch?v=8YX7o1PBoFk>

## Additional Job Seeker Information

[https://hru.gov/Studio\\_Recruitment/Job\\_Seekers\\_Resource\\_Center.aspx](https://hru.gov/Studio_Recruitment/Job_Seekers_Resource_Center.aspx)