

# GOVERNMENT RESUME EXAMPLE

John Doe

Address | Phone number | Email

Veterans' Preference: TP

Special Hiring Authorities: Veterans Employment Opportunity Act (VEOA),  
Veterans Recruitment Appointment (VRA)

## Human Resources Generalist | Lean Six Sigma Yellow Belt

5 years' experience managing personnel records, processing awards, and administering drug tests for approximately 500 employees. Liaises between management, employees, and the HR department in implementing and ensuring HR programs such as Sexual Harassment/Assault Response and Prevention (SHARP) run effectively. Lean Six Sigma Yellow Belt, completed 2022.

### Core Competencies:

Skill A | Skill B | Skill C | Skill D

## CONTACT BLOCK

Include name, number, full address, and email.

Click below for veterans preference categories and special hiring authorities, [opm.gov/fedshirevets/veteran-job-seekers/vets/](https://opm.gov/fedshirevets/veteran-job-seekers/vets/)

Federal and SES resumes must now be no longer than 2 pages (as of May 2025).

List your Veterans' Preference category and include any special hiring authorities (e.g., VEOA, Schedule A) if applicable.

## HEADLINE AND SUMMARY

Write a professional summary that's tailored to the specific job you're targeting. You can format your summary as a paragraph, bullet points, or a combination of both. This should answer why you are the person for the job. Be sure to incorporate key competencies and qualifications directly from the job posting.

## PROFESSIONAL EXPERIENCE

### Human Resources Manager

U.S. Army, 1 Private Drive Fort Hood, TX 73153

June 2022-Current

45 hours/week

Planned and executed the addition of digital certificates to identification cards for the entire company consisting of +4,000 employees within 3 months.

### WORKFORCE SHAPING

- Provided guidance to supervisors in up to ten other departments on Army regulations and policies, resulting in a 10% reduction in disciplinary actions for junior personnel.
- Awarded Army Commendation Medal for updating the human resources operation procedures handbook in 2023.

**NOTE:** Use the same format for Volunteer Work. Add "Volunteer" if it's relevant to the job you're applying for.

## PROFESSIONAL EXPERIENCE

**Formatting Basics:** Include: Job Title, Employer, Employer Address, Dates (MM/YYYY-MM/YYYY), and Hours per Week (Use a single # only. No ranges like "40+").

### Overview (Optional):

A brief intro paragraph gives a high-level summary of your role.

### Bullet Points:

- Don't use "responsible for" or "duties include" phrasing.
- Start with action verbs and align content with keywords from the job posting.
- Use a headline to highlight key skills.
- Add relevant awards as bullet points.

Example: "Awarded \_\_\_\_\_ for \_\_\_\_ in \_\_\_\_."

## EDUCATION, CERTS, TRAINING

Spell out degree, university, location, include month and year graduated.

Start with highest degree.

Make it make sense to the reader, unpack the value of the training received:  
X Training, Y employer, Z hours

Only relevant to job training, so for example BCT would not be included

### EDUCATION

**Bachelor of Science in Human Resource Management**  
San Diego State University, San Diego, CA

**NOTE:** May need to include relevant coursework and GPA if required in job description. You may also include relevant papers, presentations, etc. as sub-bullet points.

### CERTIFICATIONS

**Lean Six Sigma Yellow Belt**

Certification Number and expiration date if included

May 2022

### JOB RELATED TRAINING

Equal Opportunity Leader Certification, 60 hours, U.S. Army, 2024