

SAMPLE RESUME FORMAT

Although the Federal Government does not require a standard application form for most jobs, we do need certain information to evaluate your qualifications and determine if you meet legal requirements for Federal employment. If your resume or application does not provide all the information requested in the job vacancy announcement you may lose consideration for a job.

WHAT TO INCLUDE

Job Information

- Announcement number, title and grade of the job you are applying for

Personal Information

- Full name, mailing address (with Zip Code)
- Day and Evening phone numbers
- Email
- Country of Citizenship
- Veterans' Preference
- Reinstatement eligibility (Proof of your career or career conditional status may be requested)
- Highest Federal civilian grade held (provide job series and dates held)

Desired Location(s)

Work Experience

Provide information for your paid and nonpaid work experience related to the job you are applying for.

- Job Title (include series and grade if Federal job)
- Job Address
- Duties and accomplishments
- Employer's name and address
- Starting and ending dates (month and year)
- Hours per week
- Salary
- Supervisor's name and phone number
- Indicate if we may contact your current supervisor.

Education

- High School
 - Name, City, and State
 - Date of diploma or GED
- Colleges or Universities
 - Name, City, and State
 - Majors
 - Type and year of any degrees received
 - If no degree, show total credits earned and indicate whether semester or quarter hours.)
- A copy of your college transcript may be requested if you are using education to meet qualification requirements. An official transcript will be required prior to your appointment if selected.

Other Qualifications

- Job-related training courses (title and year)
- Job-related skills, for example, typing speed, other languages, computer software/hardware, machinery, etc.

- Job-related affiliations, honors, awards and special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, and performance awards, etc. (Give dates but do not send documents unless requested.)

References

- Name
- Phone Number
- Reference Type (Professional, Personal, Academic)