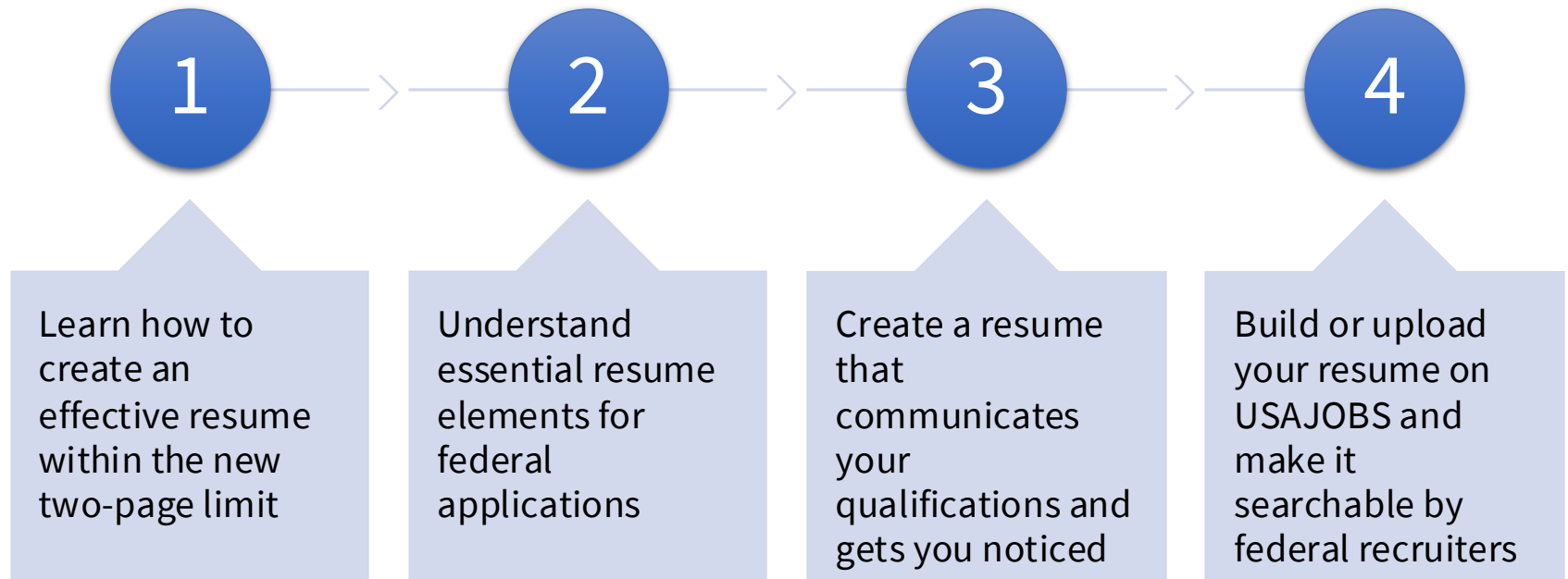


# Land the Job: Mastering your Two-Page Resume



Training for Job Seekers  
USAJOBS Program Office  
U.S. Office of Personnel Management

# Training objectives



# Background on the two-page resume limit



The [Merit Hiring Plan](#) requires federal agencies to only accept resumes that are two or fewer pages



Creates a shift from the traditional federal long-form resumes to concise, skills-focused resumes



Aligns with skills-based hiring and competency-based assessments



Streamlines the hiring process, reduces applicant burden and creates a smoother transition for job seekers moving between private and federal sector employment

# New two-page resume requirement



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Starting September 27, 2025, USAJOBS will only accept resumes that are two or fewer pages. USAJOBS will launch a technical solution that will ensure all resumes uploaded or created in USAJOBS are two or fewer pages

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The hiring agency HR specialist must be able to read your resume to determine whether you meet eligibility and minimum qualification requirements

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Read the **How to Apply and Required Documents** sections in the job announcement to see if the hiring agency has additional resume requirements

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Applicants who submit a resume longer than two pages may be found ineligible for further consideration and should be informed of their ineligibility in status notifications

# Required resume elements



## Contact Information

- Name, email and phone number

## Work Experience

- Job title
- Series and grade (if federal work experience)
- Start and end dates (month/year)
- Hours worked per week
- Aligned with the job announcement and address all required qualifications
- Demonstrate your ability to perform the tasks at the required level stated in the job announcement

# Required resume elements



## Education, certifications and licenses

- Some job announcements require specific education, licenses or certifications; include all that are necessary for qualification
- Include supplemental documentation in the application package if required (e.g., transcripts)
- Education information should include:
  - Name of school/institution
  - Completion date
  - Degree type
  - Cumulative grade point average (GPA)

# Optional resume elements



- Current security clearance
- Job-related trainings
- Language skills
- Organizations and affiliations
- Professional publications
- References

*Read the job announcement as some of these optional elements may be required*

# Best practices for writing a two-page resume

## ✓ **Prioritize relevant and recent work experience**

- Focus on work experience that is most relevant to the qualifications and duties listed on the job announcement
- Remove outdated and non-relevant experience

## ✓ **Use plain language**

- Use concise, results-focused language the HR specialist can easily understand
- Do not use acronyms or jargon

## ✓ **Tailor your resume to the job announcement**

- Ensure work experience descriptions are aligned with the job announcement and address all required qualifications in the job announcement
- Brief descriptions should demonstrate your ability to perform the tasks at the required level as stated in the job announcement



# Best practices for writing a two-page resume

## ✓ **Demonstrate your skills and competencies**

- Include your level of experience (e.g., project manager, team lead, senior analyst, supervisor)
- Use numbers, metrics or quality of work to highlight your accomplishments

## ✓ **Include volunteer work if it's relevant to the job**

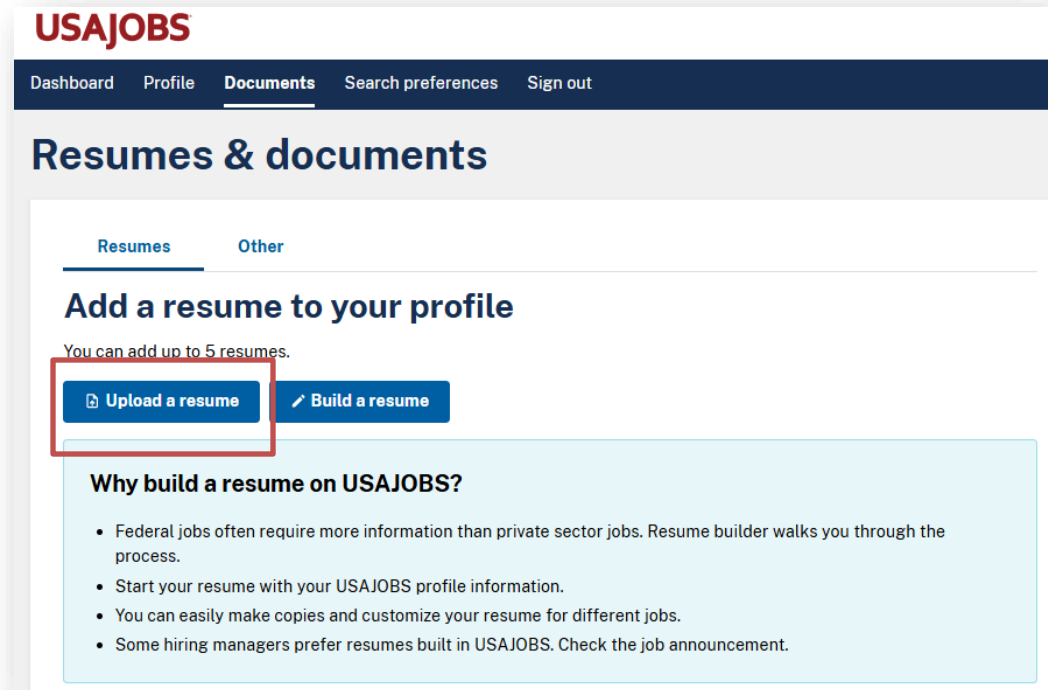
- You can use volunteer, internship or other non-paid work to meet qualifications

## ✓ **Quality check your resume before applying**

- Can a hiring manager see my experience within 10-15 seconds?
- Do I sell myself effectively?
- Are there any spelling or grammatical errors?
- Have I addressed all qualifications listed on the job announcement?

# Upload your resume on USAJOBS

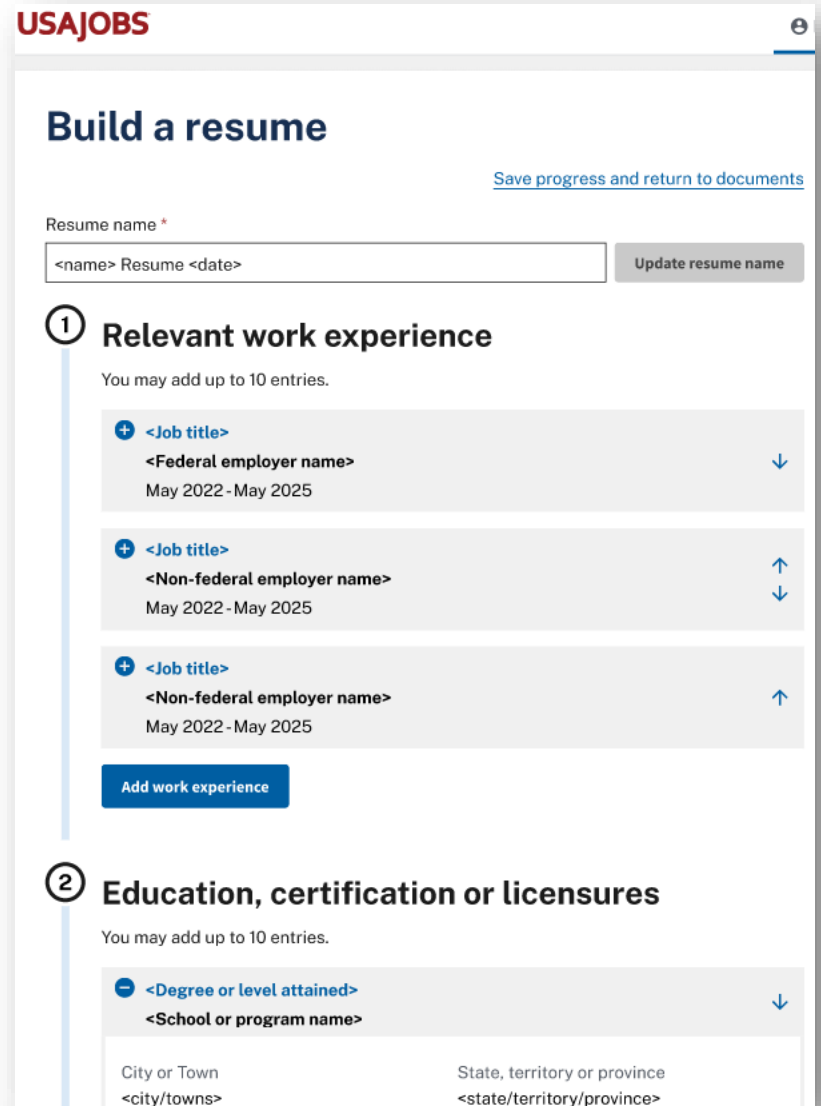
- Upload a resume (two or fewer pages); USAJOBS recommends using at a minimum .5 margins, 10-pt size font for main content and 14-pt size for headings
- PDF, Word, JPEG, PNG and other files are accepted
- Uploading a PDF resume is the best practice to maintain formatting and number of pages
- Store up to five resumes in your profile



Visit [USAJOBS Help Center - How do I write a resume for a federal job?](#) for a full list of formatting recommendations

# Build your resume on USAJOBS

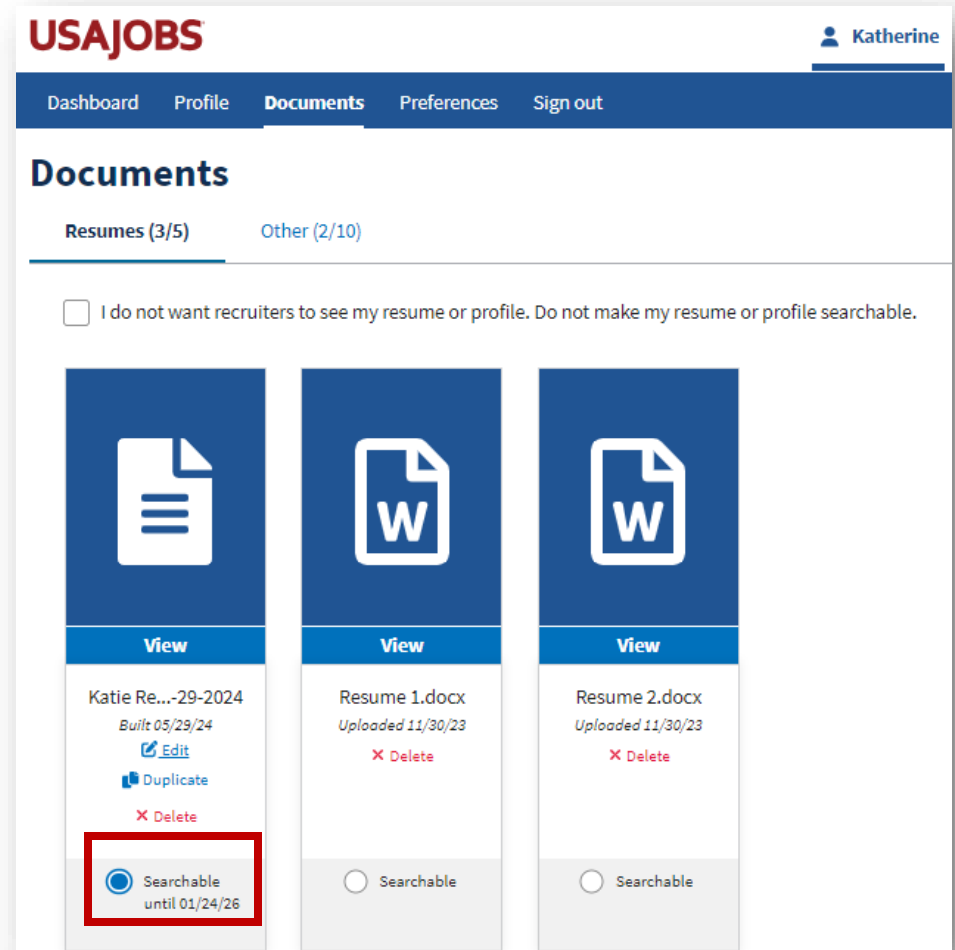
- Starts with information from your profile and walks you through building a resume step by step, noting required and optional fields
- You can duplicate and edit your resume to easily tailor it to specific jobs
- Once you enter the resume information, select Complete resume and preview to view the resume length



The screenshot shows the 'Build a resume' page on the USAJOBS website. At the top, the USAJOBS logo is on the left and a user icon is on the right. Below the header, the title 'Build a resume' is displayed in a large, bold font. To the right of the title is a link that says 'Save progress and return to documents'. Below this is a form for 'Resume name' with a red asterisk indicating it is required. The input field contains the placeholder text '<name> Resume <date>'. To the right of the input field is a button labeled 'Update resume name'. Below the form is a section titled '1 Relevant work experience' with a circled '1' icon. Under this title, it says 'You may add up to 10 entries.' There are three example entries, each in a light gray box. Each entry has a blue plus icon on the left, a job title placeholder, an employer name placeholder, and a date range placeholder. The first entry is for a 'Federal employer name', and the other two are for 'Non-federal employer name'. Each entry has a blue arrow icon on the right for editing. Below the entries is a blue button labeled 'Add work experience'. Below this is a section titled '2 Education, certification or licensures' with a circled '2' icon. Under this title, it says 'You may add up to 10 entries.' There is one example entry in a light gray box. It has a blue minus icon on the left, a degree level placeholder, a school or program name placeholder, and a date range placeholder. Below the entry are two input fields: 'City or Town' with a placeholder '<city/towns>' and 'State, territory or province' with a placeholder '<state/territory/province>'.

# Make your resume searchable on USAJOBS

- How to make your resume searchable
  - Sign into USAJOBS and go to **Documents**
  - Select the **Searchable** box for the resume you want recruiters to see
- Benefits of making your resume searchable
  - Federal recruiters may contact you directly about jobs or career events
  - Recruiters can match your skills and background with jobs they're trying to fill



# Important details about making a resume searchable on USAJOBS

- Only one resume can be searchable at a time
- Your resume is searchable for 12 months, unless you remove it sooner
- Only resumes two or fewer pages can be saved and made searchable (starting on September 27, 2025)
- On 9/27, USAJOBS expired all searchable resumes, and after 9/27, job seekers will need to create or upload a resume two or fewer pages to make searchable

# Remember!

- Starting on **September 27**, 2025, USAJOBS will **not accept resumes longer than two pages**
- If your uploaded or builder resume is longer than two pages, you'll see a system notification telling you to edit your resume to make it shorter so it can be saved
- USAJOBS will NOT delete or remove any resumes or profiles
- USAJOBS expired all searchable resumes on September 27, 2025; after this date, you must sign in to USAJOBS and choose a resume in your profile or add a new resume that is two or fewer pages to make it searchable

# Next steps for you



# Thank you!

- Follow us on [USAJOBS | LinkedIn](#) to get updates on federal hiring, get notified about critical job openings and learn federal job search and apply tips
- Visit the [USAJOBS Events Page](#) to find and register to attend agency career and recruitment events
- Visit the [USAJOBS Help Center](#) to learn more about resumes, navigating USAJOBS and the federal hiring process