# Federal Resume Guide

**[](https://go.fbinet.fbi/)Instructions:** Please read this guide before submitting your resume and be sure that you include all necessary information for each section. It is imperative that you provide a complete federal resume to be considered for a position with the FBI.

**Summary Statement**

Provide three to five brief statements highlighting your most important and relevant skills. This serves as a roadmap for the rest of your resume.

**Professional Skills**

List skills related to your education, those acquired throughout your career, and any personal skills that you want to highlight.

Include, if applicable:

»» Foreign language skills with the skill level (novice, intermediate, or advanced) in reading and/or writing

»» Technology skills

**Professional Work Experience**

List your full-time, professional work history. Start with your most current and work backward. The following MUST be included:

»» Position & title

»» Name of organization and location (city/state)

»» Start & end date (MM/YYYY)

»» Salary (per hour/month/year)

»» Hours per week, Full-time or part-time

»» Supervisor (or HR rep who can verify employment) – name and phone number

»» Brief description of duties, and identify your major roles, responsibilities and accomplishments

**Other Work Experience**

List any other work experience including part-time, internships, seasonal positions, and/or temporary employment. Start with your most current and work backward. The following MUST be included:

»» Position & title

»» Name of organization and location (city/state)

»» Start & end date (MM/YYYY)

»» Salary (per hour/month/year)

»» Part-time / internship / seasonal / temporary

»» Supervisor (or HR rep who can verify employment) – name and phone number

»» Brief description of duties, and identify your major roles, responsibilities and accomplishments

**Education**

Start with your highest-level degree and work backward. The following MUST be included:

»» Type of degree and major

»» College or university and city/state

»» Date of graduation (month/year)

»» GPA

»» Honors or awards, if any

**Certifications/Achievements**

List any certification or licenses you currently hold. The following MUST be included:

»» Name of the certification

»» Organization that granted it and location (city/state)

»» Date(s) the certification is in effect (month /year)

**Training**

List any formal training including accreditations. The following MUST be included:

»» Name of the training and location (city/state)

»» The sponsored organization

»» Start & end date (month/year)

»» Number of hours

**Volunteer Experience / Community Service**

List any volunteer work and/or community service that may showcase any additional skills that you have acquired apart from your professional career. Start with your most current and work backward. The following MUST be included:

»» Name of organization and location (city/state)

»» Start & end date (MM/YYYY)

»» Brief description of duties, and identify your major roles, responsibilities, and accomplishments.