

Federal Resume Guide

This packet is intended to serve as a starting point for creating or improving your resume for application to federal employment.

It includes sample resumes as well as best practices, helpful tips and resources for developing a successful document.

Come see us!

The UGA Career Center consultants and graduate assistants are available on a walk-in basis to assist you with creating and/or improving your resume. Walk-In hours are every weekday from 12:00 – 2:00 p.m. We critique resumes, cover letters and address career-related questions.

UGA Career Center • 2nd Floor, Clark Howell Hall • Athens, GA • 30602

Contents

I. Purpose of a Federal Resume	Page 1
II. Federal Resume vs. Traditional Resume	Page 2
III. Best Practices	Page 3
IV. Standard Federal Resume Template	Page 4
V. Resume Samples (Entry Level)	Pages 5-13
VI. Getting Started	Page 14
VII. Additional Information	Page 15

I. Purpose of a Federal Resume

With the federal government, a resume is still a marketing tool, but **it is not a summary**; the resume **should prove your qualifications in great detail**. In this case, the resume is where you “wow” the recruiter. Your resume should tell a story about what you did and how well you did it. Focus on the position for which you are applying, in a way that best reflects your competencies for the position.



Federal resumes should be 2-5 pages in length **and include similar language as the vacancy announcement**. Read the job vacancy announcement very carefully and strategically develop your resume to include most, if not all of the key words. The federal staffing specialist who reviews the resume for initial qualifications must know where, when and how long you were at the position mentioned, and will look to see if you have the “specialized” or directly-related experience requirements of the position for which you are applying.

What to Include

The Federal resume must include additional information that is not typically requested in the private sector. If you don't supply this information, your application could be rejected. Required information is as follows:

Job Information Announcement number, title, series, and grade of job for which your are applying

Personal Information Full name, mailing address with zip code, day and evening phone numbers with area code, social security number, country of citizenship, veteran's preference, reinstatement eligibility, highest Federal civilian grade held

Education High school: name, city, and state, date of diploma; college or university: name, city and state, major(s), type and year of any degrees received

Work Experience Job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, start and end dates, hours per week, salary, indicate whether your supervisor may be contacted

Other Qualifications Job-related training courses, skills, certificates and licenses, honors, awards and special accomplishments, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards

II. Federal Resume vs. Traditional Resume

- ❖ **Length:** When applying for federal internships or entry-level jobs, expect to have your resume be anywhere from 2 to 4 pages rather than the usual 1 page. This is due to the level of detail and required information that is needed for a federal resume.
- ❖ **Level of detail:** In order to create an effective federal resume, you will need to go into more detail when explaining your duties and accomplishments in order to fully inform the employer of your background. Agencies use this information as a tool to assess your background and experience. If an employer notes a specific certification or skill set in a job description, make sure it is reflected on your resume.
- ❖ **Required Information:** Federal resumes require additional information such as the names of your supervisors, their contact information, your wages or salary, the amount of hours worked per week, the locations of your employment history, as well as start and end dates for those positions.

III. Best Practices

- ❖ **Be clear and concise:** Although you should be thorough in your resume, you should not take 2 or 3 sentences to explain something when it can be done in 1.
- ❖ **Address all periods of time:** If there are gaps in your work history, make sure to address them in your resume.
- ❖ **Amend resume to fit the position:** If you possess a skill set that you feel would be beneficial or directly relates to the position you are applying for, be sure you indicate it on your resume.
- ❖ **Highlight skills and strengths with examples:** Make sure to provide a specific example of when or how you successfully utilized a particular skill or strength.
- ❖ **Be consistent with format:** Your resume should maintain a consistent format in regards to font sizes, font styles, and section placement so that the reader can quickly and easily review your resume.
- ❖ **Include a cover letter:** This will show initiative to the employer even when not required in the application process.
- ❖ **No acronyms:** Do not use acronyms in your resume. If you must include one then be sure to write the full name of the acronym being used.

IV. Standard Federal Resume Template

First and Last Name
Address
Town, State and Zip code
Email address
Phone Number

Social Security #: (Remove from resume when attending public networking events or job fairs)

Citizenship: (Indicate USA)

Veterans Preference: (Indicate if you are a veteran by putting yes and the branch or no by putting N/A)

Federal Civilian Status: (This refers to if you currently hold a Federal position outside of the military. Indicate Yes with current position and department or N/A)

Objective: To obtain a full time position in public service with (Indicate the Federal Agency and Department) as a (Indicate the position including the announcement or vacancy number if available).

Below are a variety of sections that you should seek to include in your resume with Employment History and Education being required.

Employment History: (Required)

Name of Employer	Location	Time period of service
Position & Title	Salary or Hourly pay and Hours per week	
Supervisor Contact Information		

Education: (Required)

Relevant Coursework:

Relevant Experience:

Accomplishments:

Skills:

Certifications:

Additional Training:

Honors and Awards:

Volunteer Work and Community Involvement:

Activities:

Professional Associations:

V. Resume Samples (Entry Level)

Required for Federal Resumes. Additionally, if you have a Veterans Preference, you should add it here.



ERICKSON N. YOUNG

4218 Sandy Shores Drive
Lutz, FL. 33558

Tel: (813) 555-4544 / Fax: (813) 555-4574
EYoungCR@yahoo.com

Position Title & Grade: Research Specialist
Social Security No.: 123-22-3333
Citizenship: United States of America

Vacancy Announcement No: INV-WJ348-10-DE
Veteran's Preference: N/A
Federal Civilian Status: N/A

SUMMARY OF RELEVANT SKILLS:

- **Research:** legislative, newspaper, Internet, international, Library of Congress and the Congressional Research Service
- **Writing & Editing:** reports, correspondence, emails, PowerPoint copy, web content, newspaper articles, newsletter content
- **Project coordination:** compiling information, planning and coordinating completion, tracking status, follow-up, and managing details
- **Languages:** Communicate in American Sign Language and Costa Rica Sign Language; Read and Write in English and Spanish
- **Computer skills:** Microsoft Suite: Microsoft Word, PowerPoint, Excel; Keyboard 50 wpm

EDUCATION:

University of South Carolina, Columbia, SC

Bachelor of Arts: May 2015, **Double Majors:** Political Science and Spanish

GPA: 3.348 **Semester hours:** 138

Florida School for the Deaf, Jacksonville FL, **Diploma**, May 2011


Honors & Awards:

- Phi Sigma Iota Award (Foreign Language Honor Society)
- Athletics Volunteer Award, Admissions/Concession Staff
- Dean's List, University of South Carolina, three semesters
- Represented University of South Carolina at the Department of State's *Disability Mentor's Day*. Met Secretary of State Hillary Clinton. Was photographed with Ms. Clinton and quoted in State Magazine, December 2013, p. 19, <http://www.state.gov/documents/organization/27053.pdf>

Research Paper Topics:

Consistently received excellent grades and faculty reviews of research papers. Many papers involved extensive original Internet and library research concerning politics, legislation, culture, international relations, world leaders and history. Papers include:

- History of the Republic of Costa Rica
- Eisenhower - Desegregating Schools and the Supreme Court
- How Nations Make Peace
- Hispanic Immigrations in the United States
- Antonio Magarotto and World Federation of the Deaf



Relevant skills are based on key words from the job duties listed in the job description

LEGISLATIVE INTERNSHIPS:

Student Intern/Mail Clerk (*unpaid*)

U.S. Senator Tom Harkin, United States Senate, Washington, D.C.
Sen. Tom Harkin's Intern Coordinator: (202) 555-3254
May contact

Category titles are based on key words from the job duties listed in the job description.

September to October 20##

Assisted Senatorial staff members in their day-to-day activities with a variety of support tasks. Participated in the legislative process. Conducted research on legislative issues, including: disability and education. Drafted correspondence to Iowa constituents. Researched issues for Iowa constituents and made referrals to various offices. Sorted and prioritized mail, e-mail, and faxes.

Student Intern (*unpaid*) / **Staff Assistant** (*paid*)

July to August 20## & 20##

Staff Assistant. \$12,000/annually

U.S. Senator Max Cleland, United States Senate, Washington, D.C.
Sen. Max Cleland, Member, Board of Directors. Export-Import Bank of the U.S.: (202) 555-3520
May contact

Assisted Senatorial staff members in the full range of support activities. Participated in the legislative process, including research on legislative issues, feeding information into database and drafting correspondence to Georgia constituents. Sorted and prioritized mail, e-mails, and faxes.

RESEARCH, WRITING AND TEACHING INTERNSHIPS:

Student Intern/Researcher

September to December 20##

Costa Rica National Association of the Deaf
Asociación Nacional de Sordos de Costa Rica (ANASCOR)
San José, Costa Rica.
Allan Fernández, Professor, University of Costa Rica: (506) 555-9819 or email:
allanfern@yahoo.com.
May contact

You can also say "do not contact," if you do not want the supervisor to be contacted.

Collected and researched old and current information about the deaf community and ANASCOR, various events and special projects. Wrote and submitted articles to associations, websites and newsletters relating to deaf community in San José and across Costa Rica.

Student Intern/Instructor

September to November 20##

The Education Center of the Deaf Adults
El Centro de Educación de Sordos Adultos (CESA)
San José, Costa Rica.
Allan Fernández, Professor, University of Costa Rica: Tel/Fax: (506) 555-9819
May contact

Taught deaf adult students studying Social Studies to include the geography, world history, history of Costa Rica and a general history. Participated in and organized various workshops for adult students.

ADMINISTRATIVE/CLERICAL EXPERIENCE:

Postal Aide. Salary: \$6.15/hour

January 20## to August 20##

University Post Office, University of South Carolina
Columbia, SC
Supervisor: Ms. Brenda Keller, Post Office Supervisor: (803) 555-5140.
May contact

Sorted incoming mails and separated mail and packages for delivery to appropriate departments and student mail-boxes.

Student Assistant. Salary: \$7.00/hour
The Office of the Provost, University of South Carolina
Columbia, SC
Supervisor: Ms. Sharon Hauptman, Administrative Assistant: (803) 555-5085.
May contact

August 20## to May 20##

Assisted with general projects in the office to include: mail pick-up and delivery to the Provost office and campus-wide; copying; checking work assignment boxes frequently for next assignment; typing of invoices and other forms; running errands; and assisting any Provost staff members with coordinating logistics of special projects and events.

Computer Lab Assistant. Salary: \$8.91/hour
College of Arts & Sciences Computer Lab
University of South Carolina, Columbia, SC
Supervisor: Mr. Russell Olson, Chair and Professor: (803) 555-5474.
May contact

January 20## to May 20##

Supervised activities in the computer lab room. Assisted students with computer-related questions and problems.

MEMBERSHIPS:

Florida School for the Deaf Alumni Association (FSDAA)
MyCarolina Alumni Association
Costa Rica National Association for the Deaf (ANASCOR)
World Federation of the Deaf (WFD)
Phi Sigma Iota (Foreign Language Honor Society)

ADDITIONAL INFORMATION:

- Distinguished for academic accomplishments.
- Successfully balanced academic and work schedules.
- Gained valuable insight and experience in the legislative process working as an intern in two different Senate offices.
- Acquired in-depth understanding and appreciation for the deaf in another country when serving in an internship in Costa Rica.

Sources:

Troutman, K., & Troutman, E.K. (2004). *The Student's Federal Career Guide 10 Steps to Find and Win Top Government Jobs and Internships*. Baltimore, MD.: The Resume Place, Inc.

USA Jobs. (2009). Retrieved November 2, 2010 from Info Center:
<http://www.usajobs.gov/resumeandapplicationtips.asp>.

(with Study Abroad experience)

Gracie Grant

123 Blessing Drive
Wilmington, IL 60808
Email: ggrant@hotmail.com
Cell Phone: 312-555-5555

SSN: xxx-xx-1234
Citizenship: United States
Veterans Preference: N/A
Federal Civilian Status: N/A

Vacancy #: 659-86744

State Department: Bureau of Democracy, Human Rights and Labor Education

Education

DePaul University, Chicago, IL

Expected May 2013

Bachelor of Arts, International Studies, History minor

Overall GPA: 3.58/4.00 & Major GPA: 3.85/4.00

Relevant Coursework: International Organizations, International Economics, Economics of Developing Countries, United States Foreign Policy.

Oak Valley East High School, Oak Valley, IL

High School Diploma, May 2009

GPA: 3.74/4.00

Awards

Dean's List: 4/4 college semesters

Global Scholars Award to study in Egypt and Morocco, January 2012

Global Scholars Award to study in Italy, January 2011

Sigma Iota Rho International Relations Honor Society

Skills

Proficient in Microsoft Office: Word, PowerPoint, Excel

Working knowledge of Adobe Acrobat

Languages: Arabic – oral and written novice

Related Experience

Studied abroad in Italy during five week winter session in 2011. Traveled throughout the country with University professors while taking courses in Politics of Italy and Italian Fascism through Literature. Received an A for each course.

Will study abroad in Egypt and Morocco during five week winter session in January 2013. Courses will cover the effect of culture on leadership style and strategies to mobilize people to create positive change.

International Organizations Course: As a final project, collaborated with a group to design a international organization to combat drug trafficking. Individual grade A, group grade A-.

Elementary Arabic Course: Currently taking Arabic with plans to take an Arabic course every semester until graduation.

Employment History

Tutor; History Department, DePaul University 9/2011-Present
5-10 hours/week; \$9.00/hour
Supervisor: Professor Debbie Martens - dmartens@depaul.edu - may contact

- Grade homework, exams, and provide assistance for an Introduction to Public History and historical research methods.

Orientation Assistant; University Honors Program, DePaul University 6/2010-8/2011
40 hours/week; \$8.25/hour
Supervisor: Maria Para - mpara@udel.edu - 302-555-555 – may contact

- Coordinated and facilitated Honor Program aspects of the New Student Orientation for incoming freshman and transfer students.
- Participated daily in parents and student panels presenting personal experiences in the Honors Program and answering questions.

Camp Counselor; Art First Inc., Summer Art Camp, Hockessin, WI 5/2007-8/2009
15 hours/week; \$8.25/hour
Supervisor: Susan Ruth - 555-555-5555 – may contact

- Facilitated summer art camps for children ages 7-14.
- Worked with ceramics, clay, painting and other creative art activities.

Source:

DePaul University, The Career Center. (2016). Retrieved January 22, 2016 from website: <http://careercenter.depaul.edu/resumes/>

(with Computer Science background)

Michael Harvey Michael.Harvey@xxxxx.com

3255 N. Lincoln Ave, Apt #5 ~ Chicago, IL 60614 ~ (555) 555 -5555

SSN: xxx-xx-1234

Citizenship: USA

Veterans Preference: N/A

Federal Civilian Status: N/A

Objective Digital Investigative Trainee GS-1899-00/00, Announcement 14-SV-CEOS-002,

Location: Washington DC, District of Columbia

Department Of Justice: Offices, Boards and Divisions

Education DePaul University, Chicago, IL Expected June 2015

Bachelor of Science in Computer Science

G.P.A. 3.5/4.0

Technical Languages: C++, Visual Basic, Cobol, Java, HTML, JavaScript

Skills Software: Word, Excel, PowerPoint,

Operating Systems: Windows, UNIX, DOS

Databases: Access, SQL, Oracle

Employment *Fitness Floor Supervisor*- Rey Meyer Fitness Center December 2011 - Present

History Chicago, IL 60614 25 hours/ week

Supervisor: Daniel Kemper- dkemper@depaul.edu \$10/ hour

Respond to all accidents and execute proper emergency procedures. Educate and enforce all policies and procedures. Ensure safe and proper use of all strength and conditioning equipment. Provide patrons with general orientation of strength and conditioning equipment. Provide accurate information to patrons or direct them to Fitness and Wellness Services. Execute routine inspections and troubleshooting of equipment. Clean and organize equipment on the fitness floor and studios.

IT Database Management Intern- CVS Caremark

February 2013 - June 2013

Chicago, IL 60616

20 hours/ week

Supervisor: Marshal Glenn- 312-555-555

\$12/ hour

Collaboratively operated within the Oracle and SQL Server database department which is responsible for all break fix and request ticket activities as it relates to Database systems inside of CVS Caremark's retail environments. Attended learning and development sessions on company database usage. Worked both independently as well as on a team basis against key department initiatives such as updating database systems and data inputs to keep information up to date and accurate.

Sales Associate- OfficeMax

December 2009 - March 2011

Orland Park, IL 60487

25-30 hours/ week

Supervisor: Tom Hall- 708-555-555

\$9.50/ hour

Worked as a team with fellow staff to ensure that the operations of the store ran in an efficient manner. Assisted customers in finding the solution to their problems. Educated customers on store products and items. Organized the shipment area in order to allow for smooth transportation of items to the sales floor.

Activities

Secretary, Student Government Association

November 2011- Present

Coordinator, DePaul Community Service Association

November 2011- Present

Member, Computer Science Society

February 2012- Present

Member, DePaul Ambassador Club

December 2011- March 2013

Honors & Awards

Recipient, St. Vincent DePaul Scholarship

Recipient, Golden Key Award

Dean's List, 4 Quarters in attendance

Source:

DePaul University, The Career Center. (2016). Retrieved January 22, 2016 from website: <http://careercenter.depaul.edu/resumes/>

(with Division I Collegiate Athletics)

Krista Donald

118 Harper Alley
Athens, GA 30606
kdonald@uga.edu
(555) 396-0680

Position Title and Grade: Correctional Officer, GL-0007-05
Social Security No: 123456789
Citizenship: United States of America

Vacancy Announcement No: BOP-N-2016-0010
Veteran's Preference: N/A
Federal Civilian Status: N/A

SUMMARY OF RELEVANT SKILLS

- **Leadership:** Served as UGA women's basketball team captain; led Marine Corps operated team retreat; coached and mentored high school students during summer basketball camp.
- **Problem-solving:** Resolved customers' complaints and other work-related issues in a timely manner, in absence of management, as cashier; collaborated with coaches to devise plans to enhance team morale and success.
- **Working with people of different backgrounds:** Unified team members, executed plans, and created a fun environment as a leader and crew member.

EDUCATION

The University of Georgia, Athens, GA
Bachelor of Arts in Sociology, Franklin College of Arts and Sciences

August 2011 – May 2015

Honors and Awards:

- *University of Georgia Women's Basketball Bernadette Locke Women of Honor Award* (2013-2014) – awarded for exhibiting integrity through actions.
- *University of Georgia Women's Basketball Coach and Mrs. Vince Dooley Coach's Award* (2013-2015) – awarded for exhibiting unselfishness in play.
- *Andy Landers Women's Basketball Endowment Scholarship* (2011-2015) – to ensure the future of excellence by covering costs of tuition, fees, room, board and books.

Relevant Coursework:

- *Criminal Justice Administration:* The actors and agencies in the administration of criminal law in the United States. Surveys processes critical to criminal punishment: arrest, bail, prosecution, conviction, sentencing, and corrections.
- *Criminology:* The nature, extent, and correlates of crime; theories of criminal behavior and victimization.
- *Social Control of Crime:* The nature of responses to crime by victims, criminal justice agencies, and other institutions; theories explaining reactions to crime.
- *Abnormal Psychology:* The study and treatment of abnormal behavior and psychopathology, including issues related to definition and diagnosis of psychological disorders, theoretical approaches to understanding the causes of psychopathology, and interventions for addressing difficulties in emotional and behavioral functioning.

LEADERSHIP EXPERIENCE

University of Georgia, Women's Basketball Team Captain, Athens, GA

April 2013 – May 2015

Salary: N/A

Hours per week: 40+

Supervisor Contact Information: Andy Landers, Head Coach, (555) 707-4208

May contact

LEADERSHIP EXPERIENCE (CONTINUED)

- Appointed and excelled as leader of group in Marine Corps operated team retreat. Took initiative to strategically plan and find solutions while under duress. Maintained poise and motivated teammates to perform with precision and consistency.
- Established team goals to improve team work, accountability, effort, and efficiency.
- Consulted with coaching staff to help incorporate ideas and guide teammates.
- Adapted to challenges with teammates through encouragement and influence.

Piedmont Academy, Camp Coach, Monticello, GA

June 2015

Salary: \$700 stipend

Hours per week: 24

Supervisor Contact Information: Mike Wilson, Head Coach, (555) 317-3429

May Contact

- Managed approximately twenty campers in grades 9th-12th during a 3-day workshop
- Organized, planned, and oversaw daily basketball activities for the campers.
- Taught campers the fundamentals of basketball including rules, positions, techniques, and proper basketball form.
- Instilled values as a motivational speaker for the campers' development and the betterment of their future endeavors.

INTERCOLLEGIATE ATHLETICS

University of Georgia, Women's Basketball Team, Athens, GA

August 2011 – May 2015

Salary: N/A

Hours per week: 30+

Supervisor Contact Information: Andy Landers, Head Coach, (555) 707-4208

May Contact

- Devoted over 30 hours weekly toward athletic team practices and games, travel, peer leadership, individual improvement, and consultation with coaches, all while enrolled as a full time student.
- Participated in 3 National Collegiate Athletic Association (NCAA) basketball tournaments.
- Letter winner all 4 years and captain for final 2 years.
- Excelled in Marine Corps team retreat during 3rd year.

EMPLOYMENT HISTORY

Barberitos, Cashier, Columbia, SC

October 2015 - February 2016

Salary: \$8.00/hour

Hours per week: 26-30

Supervisor Contact Information: Heather Bell, General Manager, (555) 548-0922

May Contact

- Resolved customer complaints in absence of management.
- Accurately operated the cash register, processed payments, and held accountable for cash procedures.
- Completed assigned cleaning tasks as dictated by the store manager/shift leader and maintained the cleanliness of the dining area.
- Utilized team skills, in order to maintain team member cohesiveness and work well with crew.
- Took responsibility for actions and paid attention to detail in order to sustain a fun and operable work environment.
- Met and exceeded both company and customer expectations.
- Adapted to changing volume levels with continuously high demands.

ADDITIONAL INFORMATION

Computer Skills: Proficient in Microsoft Office Suite

VI. Getting Started

Use this sheet to make notes and jump start the creation of your federal resume!

Name: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Email Address: _____

Position title & Grade: _____ Vacancy Announcement No: _____

Social Security No.: _____ Veteran's Preference: _____

Citizenship: _____ Federal Civilian Status: _____

LIST KEY WORDS FROM THE VACANCY ANNOUNCEMENT:

SUMMARY OF RELEVANT SKILLS:

EDUCATION:

RELEVANT EXPERIENCE:

MEMBERSHIPS:

HONORS/AWARDS:

VII. Additional Information

Helpful Websites

GoGovernment.org - this site will give you a glimpse into the federal government and will guide you through the application process from beginning to end
USAJOBS.gov - the Federal Government's official one-stop source for federal jobs and employment information (includes a resume builder and a "saved searches" feature, among other resources)

The UGA Career Center

The UGA Career Center has much to offer students of all majors and interests. Whether you need help searching for internships, applying for jobs, finding graduate schools or simply deciding what to do next with your life, we are here to help!

There is a Career Consultant for each major and they have much information to share with students. Make an appointment with your consultant by calling the front desk at (705) 542-3375 or come visit us during walk-in hours every weekday from 12:00 - 2:00 p.m.

What We Can Help With

- ❖ Resume and cover letter critiques
- ❖ Interviewing best practices (including mock interviews)
- ❖ Job and internship search strategies
- ❖ Drafting personal statements
- ❖ How and where to network
- ❖ Finding your career fit
- ❖ AND MORE!

Visit our website for more information at <http://www.career.uga.edu>