

FEDERAL RESUME PREPARATION TIPS

- Read ALL job application directions carefully, include any additional documentation requested, and ensure that your application meets the closing date requirements.
- Be sure to include your college/university, major, type of degree(s) and GPA(s) on resume. If you have not yet graduated, annotate the expected graduation date on your resume.
- List job-related college coursework on resume (supply chain/logistics management, finance, computers, communications, or general business).
- Expand your resume. Don't worry about length, multiple pages are acceptable for federal resumes.
- If you have military service, be sure to include that on your resume.
- Indicate U.S. Citizenship on resume.
- Describe work experience in paragraph form. Include any skills related to the job or jobs you are applying for. Include as many details as possible when writing resumes for federal jobs.
- Provide examples of what you do.
- Quantify work when possible.
- Consider including IT/math skills, research and analysis, oral and written communications/public speaking, problem solving, planning, organizational and leadership skills. Provide examples of how you use these skills on your resume.
- Include accomplishments and special projects.
- Include experience from college internships and co-ops, as well as work experiences. Also include experience from volunteer work, areas of proficiency, professional certifications, and personal interests.
- Application packages require a resume, transcript, and an online questionnaire. Please ensure you complete the online questionnaire using Application Manager (linked through USAJOBS) *AND* attach your resume and transcript, as ALL of these components are used to evaluate you as an applicant for our jobs. If claiming veteran's preference, you will also be required to upload your vet documents (DD-214, VA letter, SF-15) during the application process.
- Final job offer will not be made until OFFICIAL transcript is provided to regional Human Resources office.

TIPS FOR THE ONLINE QUESTIONNAIRE

- Under Eligibility Information, be sure to select the geographic location(s) desired.
- For the educational background question, if you have not yet graduated, select the option that states 'I have completed a 4 yr course of study...'
- Read each assessment question. If you can think of a reasonable example of how you would answer the question, answer 'yes' to the question.
- Complete ALL questions for each job series you apply to.
- Remember that for most job series, both your resume and online questionnaire results are used to evaluate you as an applicant.
- Suggestion - Print a copy of the questions and use them as potential interview practice questions.