



developing your

FEDERAL RESUME



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WHAT IS A FEDERAL RESUME?

Your federal resume will serve as one of the most pivotal documents in your federal job search; taking the time to carefully construct your federal resume is a worthwhile investment.

A federal resume differs from a standard, private sector resume in that its content and format must meet the unique requirements of the federal application process in [USAJOBS.gov](https://www.usajobs.gov). For example, certain information must be included on the resume in order for the federal hiring agency to determine whether the applicant meets certain eligibility requirements. In addition, a federal resume is typically longer (2-5 pages) than a private sector resume as it should contain more detailed information about the applicant's employment history.

This guide is designed to walk you through the federal resume writing process and to help you better understand the unique elements of a federal resume.

CREATING YOUR FEDERAL RESUME IN USAJOBS

Within your USAJOBS.gov account, you have the option of developing your federal resume using the USAJOBS Resume Builder. It is strongly recommended that you use the Resume Builder, as it automatically organizes your resume into the preferred federal format and prompts you to include required pieces of information. The Resume Builder also allows you to store multiple versions of your federal resume in your USAJOBS account.

Please note that for this guide, we will follow the formatting guidance of the USAJOBS Resume Builder.

If you do not wish to use the Resume Builder, you may develop your federal resume in a word processing document and upload it to your USAJOBS account instead. If you choose this option, consider organizing your federal resume in a style similar to that of the Resume Builder. Using a similar formatting style will help federal recruiters and hiring managers efficiently locate information in your resume.

GETTING STARTED

The Resume Builder organizes the federal resume into several sections, including the Personal Information, Education, and Work Experience sections. You also have the option of including additional sections, if needed. We will discuss each of these sections in greater depth throughout the remainder of this guide.

1. PERSONAL INFORMATION SECTION

A great first place to begin your federal resume is the Personal Information section. This will be the very first section that an employer will see on your federal resume, so it's important that the information provided is both up-to-date and accurate.

Note: When using the Resume Builder in USAJOBS, your Personal Information section will automatically populate once you complete the "Profile" section in your USAJOBS account.

Unless noted as "Optional," you are required to include the following information in your Personal Information section:

FULL NAME	
Street Address	
City, State, Zip Code, Country	
Telephone Number	
Email Address	
Country of Citizenship:	United State of America
Veterans' Preference:	(Optional)
Highest Grade:	(Optional)
Special Hiring Authority:	(Optional)
Availability:	Job Type: (Permanent, Recent Graduates, etc.) Work Schedule: (Full-Time, Part-Time, etc.)
Desired Locations:	United States – State—City

Notice that Veterans' Preference, Special Hiring Authority, and Highest Grade (which refers to the federal pay grade scale for federal civilian employees) is considered optional information, as it may or may not pertain to your situation.

To learn more about veterans' preference, federal hiring authorities, or the federal pay grade scale, consult one or more of the websites listed below:

Veterans' Preference:

- [U.S. Office of Personnel Management's \(OPM\) Vet Guide](#)
- [FedsHireVets.gov: Veterans' Preference](#)

Federal Hiring Authorities:

- [OPM.gov: Hiring Authorities](#)

Federal Pay Grade:

- [GoGovernment.org: Pay and the General Schedule \(GS\)](#)

2. WORK EXPERIENCE SECTION

The “Work Experience” section is one of the most important sections of your federal resume. Within this section, you will have an opportunity to demonstrate the relevancy of your paid and unpaid professional experiences. To help capture the employer’s attention, place the most emphasis on your experiences which are highly relevant to your target job. You may choose to omit irrelevant work experiences that are older than ten years.

Unless noted as “Optional,” you are required to include the following information in your Work Experience section:

<p>Work Experience: Employer’s Name Street Address City, State, Zip Code, Country</p> <p>MM/20XX-Present Salary: \$\$\$\$ USD Per Year (Optional) Hours per week: ## Position Title</p> <p>Duties, Accomplishments and Related Skills: Compose several experience statements to describe your most relevant duties, accomplishments, and related skills.</p> <p>Supervisor: Supervisor’s Full Name and Phone Number (Optional) Okay to contact this Supervisor (Optional)</p>
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Duties, Accomplishments, and Related Skills:

When describing your duties, accomplishments, and related skills beneath your position listing, ensure that your experience statements exemplify how you have met each of the required qualifications listed within the job announcement, as well as reflect your responses to the Occupational Questionnaire (if applicable). When possible, accentuate your accomplishments by incorporating qualitative or quantitative evidence into your statements.

In regard to format, some job seekers prefer to organize their experience statements into paragraphs, where each paragraph focuses on a specific skill set or competency. Other applicants prefer to list each of their experience statements separately with a bullet-point. Regardless of which way you choose to organize your experience statements, be sure that each sentence is concise, accurate, and holds relevancy to your target position.

3. EDUCATION SECTION

When listing your education on your federal resume, you should only include your degrees from accredited schools or educational programs that meet the OPM's specific guidelines (consult the [OPM's Operating Manual](#) for more information). Also, when listing your degree program from American Military University (AMU) or American Public University (APU), use "American Public University System," as this is where AMU and APU's accreditation lies with the Higher Learning Commission.

At minimum, you are required to include your school's name, school's address, and the academic level you attained for each program listed. You may be required or encouraged to include additional details to ensure appropriate credit is granted towards academic credentials. Prior to applying, review the federal job announcement carefully for specific instructions.

In addition to the required information listed above, you may choose to include the following "Optional" information in your Education Section:

Education:	School (or Program Name) , City, State, Postal Code, Country Degree/Level Attained, Completion Date (Optional) GPA (Optional) Credits Earned (Optional) Major (Optional), Minor (Optional), Honors (Optional) Relevant Coursework, Licenses and Certifications: (Optional)
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4. OPTIONAL SECTIONS

In addition to your work experience and education, you may have other relevant qualifications that you wish to address. If applicable to your situation, you may choose to add additional sections to your federal resume in order to demonstrate your qualifications. Click on the section titles below to learn more:

- [Job Related Training](#)
- [Language Skills](#)
- [Organizations/Affiliations](#)
- [Professional Publications](#)
- [Additional Information](#)

TAILORING YOUR FEDERAL RESUME

Tailoring your federal resume is critically important in the federal application process; never submit a generic, un-tailored resume to a position. You may be competing against hundreds of other applicants, so your resume *must* convince the employer that you are the ideal candidate.

Before submitting your federal resume to an employer, ask yourself the following questions to ensure that your resume is tailored, polished, and ready to impress:

- Did I carefully review my resume for any spelling, grammar, or formatting errors?
- Did I incorporate key words from the job description into my resume?
- Have I explicitly demonstrated how I have met each of the required qualifications?
- Did I incorporate qualitative and quantitative data (such as numbers, figures, and percentages) in my experience statements to better highlight my qualifications?
- Have I removed unrelated experience that does not apply to this job?
- If an occupational questionnaire was required, does my resume reflect my responses to the questionnaire?

Taking the time to tailor and review your resume will be time consuming. However, it will increase the likelihood of your resume getting noticed.

FEDERAL RESUME SAMPLES

Please see the federal resume sample on the following page for a general formatting example. Additional federal resume samples may be viewed on [AMU](#) or [APU](#)'s "Resume Samples" webpage.

FOR MORE INFORMATION

If you are a current AMU or APU student or alumni and have questions about your federal resume, please reach out to a career coach at resumehelp@apus.edu for more personalized assistance. Students and alumni are also encouraged to log into their ClearPath accounts to learn more about being job and career ready.

More information about the federal resume and federal application process may be found at:

- OPM.gov
- USAJOBS.gov
- GoGovernment.org

FEDERAL RESUME SAMPLE:

Jane A. Doe

111 West Congress Street
Charles Town, WV 25414 US

Mobile: 555-555-5555

Email: jane.a.doe@emailsample.com

Country of Citizenship: United State of America
Veterans' Preference: (Optional)
Hiring Authority: (Optional)

Availability: **Job Type:** Permanent, Recent Graduates
Work Schedule: Full-Time

Desired Locations: United States—DC—Washington D.C.
United States—MD—Baltimore

Work Experience: **XYZ Police Department**
1234 Main Street
Washington, DC 20009 United States
05/2010-06/2015
Salary: 45,000 USD Per Year
Hours per week: 40
Police Corporal

Duties, Accomplishments and Related Skills:

Ensure public safety and enforce criminal and traffic laws. Perform supervisory and leadership roles in the field when higher-ranking officers are absent, and make necessary decisions in order to protect the safety of the public and fellow officers. Serve as a mentor for seven police cadets through the department's cadet mentoring program.

Voluntarily served on the Emergency Solutions Committee and collaborated with the city's Emergency Management Director to develop and establish solutions for local safety and security concerns. Assisted police sergeant with developing materials and presentations for internal emergency management training programs and initiatives.

Supervisor: John Smith (555-555-5555)

Okay to contact this Supervisor: Contact Me First

XYZ Police Department

1234 Main Street

Washington, DC 20009 United States

05/2010-06/2015

Salary: 40,000 USD Per Year

Hours per week: 40

Police Officer

Duties, Accomplishments and Related Skills:

Served and protected the public by responding to local emergencies, patrolling public and private properties, enforcing criminal and traffic laws, and maintaining public order during community gatherings and events. Enforced state and municipal traffic laws and investigated accidents for criminal activity, often under high-stress situations and inclement weather. Awarded XYZ Police Department's Officer of the Year in 2013 for demonstrating commitment to public safety, teamwork, and building positive relationships with the community.

Supervisor: Jim Jones (555-555-5555)

Okay to contact this Supervisor: Yes

County's Community Emergency Response Team (CERT)

1234 Main Street

Anytown, VA 00001 United States

12/2008-04/2010

Hours per week: 5

CERT Volunteer

Duties, Accomplishments and Related Skills:

Volunteered in local chapter of the state's CERT program to educate local citizens on how to prepare for and react to natural and man-made disasters. Taught members of the community and businesses on the basics of first aid and search-and-rescue techniques.

Supervisor: Sammy Supervisor (555-555-5555)

Okay to contact this Supervisor: Yes

Education: **American Public University System**, Charles Town, WV United States
Bachelor's Degree, 06/2014
GPA: 3.9 of a maximum 4.0
Credits Earned: 121 Semester hours
Major: Homeland Security
Relevant Coursework, Licenses and Certifications:
Immigration Law and Policy; Port Security; Border and Coastal Security.

American Public University System, Charles Town, WV United States
Associate's Degree, 12/2011
GPA: 4.0 of a maximum 4.0
Credits Earned: 61 Semester hours
Major: Criminal Justice
Relevant Coursework, Licenses and Certifications:
Emergency and Disaster Incident Command

Job Related Training: Active Shooter Threat Training Program, FLETC, 2015
XYZ Police Academy, State Police Department, 2010

Language Skills:

Language	Spoken	Written	Read
Spanish	Intermediate	Advanced	Advanced

Affiliations: ASIS International, Member
American Society for Public Administration, Member
Academy of Criminal Justice Sciences, Member

Additional Information: Proficient in Microsoft Office 2013 (Word, Excel, Access, PowerPoint)
Certified in First Aid/CPR/AED, American Red Cross, 2008-Present