

# FEDERAL RESUME GUIDE



**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

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## **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

## **\*\*MILITARY APPLICANTS\*\***

Please list your military service. The following **MUST** be included:

- Rank/Grade/Job Title
- Start and end date, or date of expected separation (month/year)
- Branch of military (Active or Reserve)
- Unit address

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- Salary (base salary with locality, minus allowances)
- Full-time or part-time, if Reserve.
- Supervisor/First Line Leader – name, title and phone number
- Veterans’ Preference (see chart)
- Brief description of your primary duties, identifying your responsibilities and accomplishments

<b>Veterans Preference</b>	
Types of Preference	Description
None	Employee has no veterans’ preference.
5-point	Employee has a 5-point veterans’ preference.
10-point disability	Employee has a 10-point veterans’ preference due to disability.
10-point/compensable	Employee is entitled to a 10-point preference due to a compensable service-connected disability of less than 30%.
10-point other	Persons entitled to a 10-point preference in this category: (1) Both the Spouse and mother of veterans occupationally disabled because of a service-connected disability, and (2) the widow/widower and mother of a deceased wartime veteran.
10-point/30% compensable	Veteran is entitled to 10-point preference due to a compensable service-connected disability or 30% or more.
No Points/Sole Survivorship Preference (SSP)	Veteran is not entitled to preference.