

A series of concentric circles in a light gray color, centered on the left side of the page, creating a ripple effect that extends towards the center.

# **UF CAREER CONNECTIONS CENTER**

## **Federal Resume Guide**



**CAREER CONNECTIONS CENTER**  
STUDENT LIFE | UNIVERSITY OF FLORIDA

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## Introduction to Federal Resumes

The federal resume is a comprehensive history of your education, work, and involvement experiences.

- Should include all experiences within the last 10 years or after graduating from high school
  - Makes it different from a traditional resume that is 1 page containing 3 to 5 bullet points under each experience.
- Each experience on your federal resume should include all demonstrated skills, knowledge through bullet points in action verb-task-result format.
  - Use the same key words and phrases found in the job posting and demonstrate the minimum years of experience outlined for the paygrade of the position.
- Your relevant experience is calculated through all types of work experiences, including internships, volunteering, projects, part-time jobs, roles in leadership and service, and more.
- The federal government also uses paygrades for all positions related to the years of relevant experience that directly align with a job posting or occupation type.
  - For undergraduate students, paygrade could be in the GS-4 to GS-9 depending on an individual's experiences.
  - Comparatively, graduate education is considered as 1-2 years of experience so graduate paygrades could be GS-9 through G-12 depending in the individual's cumulative education, experience, and alignment with the position.
- Resumes will be submitted with skills and experience self-assessment as part of the federal application process.
- Your score on this assessment determines if you are placed in the "best or most qualified applicant pool" that is then referred to the hiring agency.
- Your resume will be cross-referenced with the self-assessment by Applicant Tracking Software (ATS) and departmental HR officials.
- Your federal resume must have bullet points that explicitly align with the assessment questions.
- It may take some trial and error to adjust and customize your federal resume for it to be referred.
- You will receive a notification of referral or justification notice to help you troubleshoot what you need to change for your next application for that pay grade and agency.

## Evaluate the Posting

- Review the position overview of the vacancy announcement; you must meet all requirements detailed in the posting for your application to be referred
- Ensure the position is posted with a hiring path you are eligible for or "open to the public."
- Match your paid and unpaid experience to the duties and responsibilities of the role and make sure they are demonstrated in your resume (keywords and action verbs)
- Each experience on your resume should have comprehensive descriptions (4-6+ bullet points)



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## Formatting

- Use 11-12 size font in a professional style
- 4-6 pages and submit as a pdf
- Margins should be no smaller than 0.5 inches
- Reverse chronological order
- All dates, abbreviations, and formatting should be consistent
- Also, save a text file as some agencies require the USAjobs resume builder, and you can cut and paste your information into the template

**Before you submit: confirm that the bullet points on your resume align with the skills/experience level required from assessment questions.**

## Helpful Links

- **USAJOBS**
  - <http://www.usajobs.gov>
- **Federal Resume Builder**
  - <https://www.usajobs.gov/help/how-to/account/documents/resume/build/>
- **General Schedule Paygrade Level Qualification Standards**
  - <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/>
- **Meeting the Basic Qualifications**
  - <https://www.usajobs.gov/Help/faq/application/qualifications/experience/>
- **Federal Hiring Paths**
  - <https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/public/>
- **Overview of the Hiring Process**
  - <https://www.usajobs.gov/Help/faq/application/process/>



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FIRST NAME LAST NAME

Address

Phone Number | Email Address

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**Veteran's Preference:**

**Availability:**

## PROFESSIONAL SUMMARY/OBJECTIVE

3-5 sentence summarization your professional accomplishments and key skills that are directly relevant to the position you are applying to. It should serve as an introduction to the contents of your resume

## SKILLS SUMMARY (List job-related skills found in posting that you possess)

Technical Skills	Data Analytics	Additional Skill
Hard Skills (quantifiable or formal)	Data Applications	Additional Skill
Subject Matter Expertise	Methodology (if relevant)	Additional Skill

## EDUCATION

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### Ph.D. Candidate in Degree Obtained

University of Florida, Gainesville, FL

Dissertation Name and 1-2 sentence summary

Dates Attended

Overall \_\_\_\_/4.0

Relevant Coursework: List 4-6 classes related to subject matter expertise or research skills

### Master of \_\_\_\_ in Degree Obtained

University of Florida, Gainesville, FL

Relevant Coursework: List 4-6 classes related to subject matter expertise or research

Dates Attended

Overall \_\_\_\_/4.0

### Bachelor of Degree Obtained

University of Florida, Gainesville, FL

Relevant Coursework: List 4-6 classes related to subject matter expertise or research

Dates Attended

Overall \_\_\_\_/4.0

## WORK EXPERIENCE

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### Research Assistant

Name of Research Lab, Location

Hours Worked Per Week

Salary

Supervisor Name and Contact Information

Yes, you may contact this supervisor

- **Action Verb** (describing a skill) --> Task/goal/duty/responsibility --> result or why it matters
- Designed --> task/goal/duties related to project management --> result or relevance
- Collected data --> task/goal/duties/purpose --> purpose or relevance
- Analyzed task/goal/duties related to data process and analysis --> result or relevance
- Presented findings at [insert venue] to an audience of n [subject matter experts, stakeholders, policymakers, etc.]



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**Graduate Teaching Assistant**

Month Year – Month Year

Course Name, University of Florida

Hours Worked Per Week

Salary

Supervisor Name and Contact Information

Yes, you may contact this supervisor

- Focus on communication, management, learning design, leadership, intercultural competency, and assessment skills
- Reconceptualized complex topics [subject matter] --> how you did it --> result or why it matters

**LEADERSHIP AND INVOLVEMENT**

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**Position**

Month Year – Month Year

Name of Organization, Location

- List officer positions held
- Focus on transferrable skills detailed the job positing

**ACADEMIC PROJECTS**

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**Project Name**

Month Year – Month Year

Course Name, Faculty Supervisor or Committee Chair

Hours Spent on Project

- Should have at least 2-3 bullet points demonstrating transferrable skills and the how of the research process

**CONFERNECE PRESENTATIONS**

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**Presenter, Conference Name**

Month Year – Month Year

Organization Name, Location

- Craft bullet points to emphasize your verbal communication skills from self-assessment and job posting

**PUBLICATIONS**

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Citation

- Describe your contribution in action verb-task-result format