

RESUME WRITING

Federal Government Jobs



SCHOOL OF
PUBLIC HEALTH
Office of Career Services

Whether you are a current Federal employee or new to the Federal Government, your resume is the primary way you communicate your education, skills and experience.

IMPORTANT FACTS ABOUT THE FEDERAL HIRING PROCESS

- The Federal Government does not require a standard job application. Your resume is your application.
- Hiring agencies state the qualification requirements in the Job Opportunity Announcement (JOA). You must meet the requirements in the JOA to be considered for the job.
- After applying, the hiring agency uses the information in your resume to verify if you have the required qualifications stated in the JOA.
- Once they have determined who is minimally qualified, the agency may use other assessments such as structured interviews or testing to determine the best qualified applicants.

BEFORE YOUR GET STARTED

Read the entire job announcement. Focus on the following sections to understand whether or not you qualify for the position. This critical information is found under:

- Duties and Qualifications
- How to Apply (including a preview of the assessment questionnaire)
- How You Will be Evaluated

Make sure you have the required experience and/or education before you apply. Hiring agencies use the job announcement to describe the job and the required qualifications, including:

- Level and amount of experience
- Education
- Training

CONVEY EXPERIENCE

Include relevant paid and volunteer work or community organizations roles that demonstrate your ability to do the job. For each experience, include:

- Start and end dates (including the month and year).
- The number of hours you worked per week.
- The level and amount of experience—for instance, whether you served as a project manager or a team member helps to illustrate your level of experience.
- Examples of relevant experiences and accomplishments that prove you can perform the tasks at the level required for the job as stated in the job announcement. Your experience needs to address every required qualification.

EXAMPLE

Program Analyst GS-343-11

January 2009 - Present

40 Hours/Week

\$63,000/Year

- Experience/Accomplishment
- Experience/Accomplishment

USE NUMBERS TO HIGHLIGHT ACCOMPLISHMENTS

Use numbers, percentages or dollars to highlight your accomplishments—you can find this information in things like your performance reviews, previous job descriptions, awards and letters of recommendation.

When explaining your accomplishments:

- Include examples of how you saved money, earned money, or managed money.
- Include examples of how you saved or managed time.

ACCOMPLISHMENT EXAMPLES

- “Improved efficiency of document processing by 25% over the previous year”.
- “Wrote 25 news releases in a three-week period under daily deadlines”.
- “Managed a student organization budget of more than \$7,000”.
- “Wrote prospect letter that has brought in more than \$25,000 in donations to date”.

CUSTOMIZE YOUR RESUME

You should tailor your resume to the job announcement rather than sending out the same resume for every job. Customizing your resume helps you match your competencies, knowledge, skills, abilities and experience to the requirements for each job. Emphasize your strengths and include everything you’ve done that relates to the job you’re seeking. Leave out experience that isn’t relevant.

ADDRESS EVERY REQUIRED QUALIFICATION

Your experience needs to address every required qualification in the job announcement. Hiring agencies will look for specific terms in your resume to make sure you have the experience they’re seeking. For example, if the qualifications section says you need experience with “MS Project” you need to use the words “MS Project” in your resume.

ORGANIZE YOUR RESUME

You need to organize your resume to help agencies evaluate your experience.

- Use reverse chronological order to list your experience—start with your most recent experience first and work your way back.
- Provide greater detail for experience that is relevant to the job for which you are applying.
- Show all experiences and accomplishments under the job in which you earned it. This helps agencies determine the amount of experience you have with that particular skill.
- Use either bullet or paragraph format to describe your experiences and accomplishments.
- Use plain language— avoid using acronyms and terms that are not easily understood.

BE CONCISE

Hiring agencies often receive dozens or even hundreds of resumes for certain positions. Hiring managers quickly skim through submissions and eliminate candidates who clearly are not qualified. Look at your resume and ask:

- Can a hiring manager see my main credentials within 10 to 15 seconds?
- Does critical information jump off the page?
- Do I effectively sell myself on the top quarter of the first page?

REVIEW YOUR RESUME BEFORE YOU APPLY

Check your resume for spelling and grammatical errors and have someone else, with a good eye for detail, review your resume.

USA.JOBS

This is the official website for federal government jobs and where you’ll find nearly all government job opening announcements. They contain details about duties, minimum qualifications, salary range and basic benefits. With thousands of announcements to sift through, searching for the perfect position on USAJOBS may seem daunting. However, with step-by-step instructions and a few tips, you’ll be on your way to finding the right job for you!

- Create an account to gain full access to USAJOBS. Provide your personal information and choose a username and password.
- Search for positions that is right for you. Once you have determined your work priorities, you can narrow your search using the advanced search feature. You can limit your search by location, agency, occupational series number and more.
- Save searches to help you look for jobs. You will receive an email when a new job is posted that meets your search criteria. You can save up to 10 different sets of criteria.

FEDERAL RESUME

Parts of the resume and sample.

CANDIDATE INFORMATION

- Name
- Contact information
- Citizenship status
- Previous federal government employment
- Veterans' preference qualification

WORK EXPERIENCE

List the required information fields for all relevant jobs you've held.

- Employer
- Location
- Position title
- Start and end date
- Average hours worked per week
- Responsibilities and accomplishments

Optional: Supervisor(s) as a reference. Including your salary is also optional and will not exclude your resume from consideration.

EDUCATION

List the required information.

- List all schools attended
- Degrees from accredited schools or programs that meet the Office of Personnel Management standards

Optional: Grade-point averages, relevant coursework taken, academic papers or projects, key presentations, honors received, other important accomplishments.

OPTIONAL INFORMATION

Pertinent information in the following optional sections.

- Job-related training
- References
- Language skills
- Affiliations
- Professional publications
- Awards
- Leadership activities
- Public-speaking engagements
- Availability
- Preferred work environment
- Desired location

Jennifer Papadakis

Address: 7915 Aspen Court, Indianapolis, IN 46815

Phone: 555-555-5555 • Email: jpapada@iu.edu

Citizenship: U.S. | Veterans' Preference: None | Availability: Permanent, Full-time

WATER AND ENVIRONMENTAL EDUCATION EXPERIENCE

Intern, Water Quality

January – May 2019

Bloomington, IN

City of Bloomington Utilities, City of Bloomington

- Interacted with and provided assistance at 10 public water systems located throughout the Bloomington community
- Communicated with individual citizens and commercial users regarding water quality issues
- Prepared and distributed customer education materials including the annual Consumer Confidence Report
- Planned and submitted reports for federal, state, and local water regulations
- Assessed compliance and non-compliance testing and water quality monitoring programs
- Prepared ESS reports and evaluated the success of current procedures and practices

Intern, Hoosier Riverwatch

May – August 2018

Indianapolis, IN

Indiana Department of Environmental Management

- Educated citizens on watersheds and the relationship between land use and water quality using geological water education models
- Promoted opportunities for involvement in water quality issues to communities throughout the state of Indiana at conferences and through target mailings
- Conducted workshops and certified citizen leaders on the principles of water quality monitoring so they could in turn educate others about water quality
- Provided water quality information to individuals or groups working to protect water resources within their own communities by responding to online and phone inquiries
- Supported volunteer efforts by providing technical assistance, monitoring equipment, facilitating networking opportunities, and providing educational materials

ENVIRONMENTAL LEADERSHIP EXPERIENCE

President

August 2019 – Present

Environmental Management and Sustainable Development Association (EMSDA) Bloomington, IN

- Manage communications from EMSDA to students and faculty ensuring events are promoted and advertised using various communication platforms
- Lead an executive board of four to plan and host guest speakers, educational sessions, and philanthropic events for members to connect and focus on their career development
- Represent EMSDA at community events, on alumni boards, and on faculty committees providing the student perspective

EDUCATION

Indiana University, School of Public Health

May 2020

Master of Science in Public Health

Bloomington, IN

Major: Environmental Health

GPA: 3.8

Indiana University, School of Public Health

May 2016

Bachelor of Science in Public Health

Bloomington, IN

Major: Environmental Health

GPA: 3.5

- Minor: Public Health

PROFESSIONAL AFFILIATIONS AND CERTIFICATIONS

- Environmental Management and Sustainable Development Association (EMSDA)
- Water Environment Federation
- Hoosier Riverwatch Instructor Certification
- Project Wet Education Certificate, K-12

SAMPLE RESUME

Kelly Rocks

522 East Maddie Street Apt 7, Bloomington, IN 47408
812-555-5555 • kellyrocks@gmail.com

SSN: XXX-XX-5555

PMF: KR-xxxx-xx

Citizenship United States

Secret Security Clearance (active)

EDUCATION

Indiana University - School of Public Health May 5, 2020
Master of Public Health (MPH) • Concentration: Public Health Administration GPA: 3.75

Indiana University May 2005
Bachelor of Science • Major: Biology

PROFESSIONAL EXPERIENCE

Position: Human Resource Manager - Rank: Private First Class Start Date: October 2006
Indiana Army National Guard End Date: N/A (still employed)
1234 E. 56th St. Part Time: 12 Hours per Month
Indianapolis, IN 46216 Salary: \$25,000 (per year)
Supervisor Name: MAJ Mark Moore Contact Y – 317-555-5555

- Maintain accountability and control of HR databases to ensure complete evaluation and screening processes to determine employment eligibility for temporary and permanent job positions.
- Construct frequent personnel accounting reports for senior-level management across all departments to provide critical information for use in strategic and tactical planning efforts.
- Lead a diverse team of 15 to successfully process over 200 medical records and payroll benefits while ensuring 100% regulatory compliance for deploying employees.
- Act as Financial Liability Officer to investigate property loss for employees and as Equal Opportunity Leader to conduct annual diversity surveys in order to assess command climate.

Key Accomplishments:

- Recovered \$3,000 in military equipment that was more than 120 days delinquent.

Position: Disease Intervention Specialist Start Date: May 2005
Allen County Health Department End Date: August 2018
765 W Melrose St. Part Time: 20 Hours per Week
Bloomington, IN 46774 Salary: \$35,000 (per year)
Supervisor Name: Kathy Kay Contact Y – 260-555-5555

- Consulted with physicians, hospitals, and laboratories to facilitate required reporting of communicable diseases based on the Centers for Disease Control and Prevention guidelines.
- Established and maintained professional working relationships with state and local health departments, physicians, local officials, community groups, and the public to ensure consistent bilateral communications.
- Acquired knowledge of sexually transmitted diseases including incubation periods, periods of infectiousness, transmission, and type and amount of medicine recommended for treatment.
- Maintained HIPAA compliance and up-to-date expertise of technology policies and procedures ensuring top-level knowledge of industry-leading research and critical information.
- Communicated with physicians and other clinical and office staff to obtain medical information, to present in-service training on communicable diseases, and to acquire appropriate diagnostic and treatment knowledge.
- Aided in research and data analysis to identify the source of infections, to prevent further disease transmission, and to act as patient advocate in the importance of early detection and rapid disease eradication.

Key Accomplishments:

- Organized a volunteer network of Interns to assist Disease Intervention Specialists in the proper reporting of chlamydia and gonorrhea in District 7 (Allen and DeKalb Counties).

ASSOCIATION MEMBERSHIPS

- American Evaluation Association (AEA) • American Public Health Association (APHA)
- Indiana Rural Health Association (IRHA) • Indiana Society for Public Health Education (InSOPHE)
- Watsonian Society- Associate Member