

# Federal Resume Template

## First Name Last Name

permanent address/City, State zip code  
iuemail@indiana.edu/(XXX) XXX-XXXX  
LinkedIn URL

Citizenship:

Veterans Preference: Yes/No

Selective Service Registration Status (if applicable):

Highest GS Grade:

Security Clearance:

**Commented [MGB1]:** If not applicable, delete or fill in "N/A"

**Commented [MGB2]:** Federal positions use a table format to determine salary. If you have had one or more federal positions, put your highest GS grade here (i.e. GS 07). If you have not, remove this line or put N/A

**Commented [MGB3]:** Like Highest GS Grade, this is applicable if you have had a federal position. If not, you can delete this line or simply list "N/A"

**Commented [MGB4]:** Month and Year that you expect to graduate. If you will graduate in May 2026, you can either put "Expected May 2026" or simply "May 2026"

## EDUCATION

**Indiana University**, Bloomington, IN

(Expected) Month Year

O'Neill School of Public and Environmental Affairs

**Master of Public Affairs**, GPA X.XX on a 4.00 scale, 60 Credit Hours

Concentration:

Honors & Awards:

XYZ Fellowship

XYZ Recognition

**Commented [MGB5]:** This is an optional section. Best practice is to only include three to six courses. Consider highlighting coursework that "fills in the gap" in your work experience. For example, if you're applying to a policy analysis position but don't have any relevant work experience, highlight current and completed coursework in the policy and program field!

**Commented [MGB6]:** Month and Year that you graduated

### Graduate Course Work:

Public Program Evaluation

Statistical Analysis for Effective Decision Making

Public Program Management and Contracting

Proposal Development & Grant Administration

**Undergraduate Institution**, City, State Abbreviation

Month Year

**Degree Name**, GPA XXX on a 4.00 scale, XX Credit Hours

Major: Concentration (if applicable):

Minor:

Honors & Awards:

Dean's List (Fall 2019, Spring 2020)

XYZ Scholarship

## PROFESSIONAL EXPERIENCE (Can rename to specify the type of experience)

**Name of Agency or Company 1**, City, State

Month Year – Month Year

*Position Title*

Salary (i.e. \$17 per hour)

Supervisor: First Name Last Name, (Email or phone number)

Time (i.e. 40 hours per week)

Permission to Contact: Yes (Optional)

Duties:

- Action Verb + project/task + result
- Action Verb + project/task + result

**Commented [MGB7]:** Include if you have contact information for your supervisor and if they are ok being listed. If you are unsure or are uncomfortable with a hiring manager reaching out, do not include the Permission to Contact line (do not write "Permission to Contact: No")

Accomplishments:

- Action Verb + project/task + result (qualify and quantify specifics)
- Action Verb + project/task + result (qualify and quantify specifics)

**Commented [MGB8]:** Include if applicable. Here, you want to specify quantifiable accomplishments that benefited your work. Use numbers, percentages, or dollars to clarify. For example, a duty may be "Managed customer contracts and conducted surveys designed to improve services" and an associated accomplishment may be "Improved customer service ratings by 15%"

**Name of Agency or Company 2**, City, State

Month Year – Month Year

*Position Title 2*

Month Year – Month Year

Supervisor and contact information

Salary (i.e. \$40,000 per year)

Permission to Contact: Yes (Optional)

Time (i.e. 35 hours per week)

Duties:

- Action Verb + project/task + result
- Action Verb + project/task + result

**Commented [MGB9]:** This listing is an example of how to format professional experience when you have had more than one role at the same organization at different times/over a period of time. For example, if you were a general employee and then moved up to manager

Accomplishments: (if applicable)

- Action Verb + project/task + result (qualify and quantify specifics)

**Commented [MGB10]:** Start and end date for the organizing as a whole, with the next few dates indicating when you worked in each role at that organization

- Action Verb + project/task + result (qualify and quantify specifics)

*Position Title* 1

Supervisor and contact information (if different)

Permission to Contact: Yes (Optional)

Duties:

- Action Verb + project/task + result
- Action Verb + project/task + result

Accomplishments: (if applicable)

- Action Verb + project/task + result (qualify and quantify specifics)
- Action Verb + project/task + result (qualify and quantify specifics)

**Name of Agency or Company 3**, City, State

*Position Title*

Supervisor: First Name Last Name, (Email or phone number)

Permission to Contact: Yes (Optional)

Duties:

- Action Verb + project/task + result
- Action Verb + project/task + result

Accomplishments:

- Action Verb + project/task + result (qualify and quantify specifics)
- Action Verb + project/task + result (qualify and quantify specifics)

**VOLUNTEER EXPERIENCE (optional- rename if applicable (i.e. Community Service Experience))**

**Name of Agency or Company 1**, City, State

*Position Title*

Supervisor: Name and contact information (if applicable)

Permission to Contact: Yes (Optional)

- Action Verb + project/task + result (qualify and quantify specifics)
- Action Verb + project/task + result (qualify and quantify specifics)

**Name of Agency or Company 2**, City, State

*Position Title*

Supervisor: Name and contact information (if applicable)

Permission to Contact: Yes (Optional)

- Action Verb + project/task + result (qualify and quantify specifics)
- Action Verb + project/task + result (qualify and quantify specifics)

**TRAININGS AND CERTIFICATIONS**

**Certification in (title of certification)**

Organization or affiliation

**Completed: Month Year**

**Certification in (title of certification)**

Organization or affiliation

**Completed: Month Year**

**EXAMPLE: Certification in Seed Collection & Plant Identification**

Pollinator Partnership

**Completed: June 2022**

**EXAMPLE: Hostile Environment and Emergency First Aid Training**

Global Journalist Security

**Completed: March 2022**

**EXAMPLE: Training in Itemizing Federal Taxes**

National Association of Tax Professionals

**Completed: August 2019**

**EXAMPLE: Structured Decision Making**

**Completed: May 2019**

Indiana University Course SPEA-R 643: Natural Resource Management and Policy

**TECHNICAL SKILLS / LANGUAGES/ SUMMARY OF SKILLS**

*\*These are examples provided as a reference as you write your own. Only include those relevant to the job listing*

Proficient in ArcGIS Pro, RStudio, Python, SQL, SAS, and MatLab

Spanish (Conversational)

French (Fluent)

**PUBLICATIONS AND PRESENTATIONS (IF APPLICABLE)**

*\*These are examples provided as a reference as you write your own. Include those relevant to the job application*

*\*Name of publication in APA format. Include published works as well as works submitted for publication.\**

Stacia S. Ryder & Patrick Devine-Wright (2021) Environmental justice implications and conceptual advancements: community experiences of proposed shale gas exploration in the UK, Environmental Politics, DOI: [10.1080/09644016.2021.1996728](https://doi.org/10.1080/09644016.2021.1996728)

Griff, I.T., Jones, R.J., Kyle, P.A., Sanders, D.A., and Science, J.A., (2008) Green Energy Implications for South Texas: Renewal Energy Forms Case Study. Environmental Case Studies. 184(3), 332-5.

*\*Name of presentation. name of conference, date of presentation*

“Building Key Performance Indicators to Measure Consumer Behavior and Energy Use among Rural Indiana Cooperatives”, National Environmental Justice Conference, Washington DC, 2020