More resume writing tips

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.

Use similar terms and 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.

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?

What should I leave out of my resume?

Do not include the following types of information in your profile or resume:

- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age, gender, religious affiliation, etc.
- Encrypted and digitally signed documents

To learn more, go to https://www.usajobs.gov/Help/get-started/

HOW TO APPLY USING

USAJOBS®

What is USAJOBS?

Federal agencies use https://www.usajobs.gov/ to host job openings and match qualified applicants to those jobs. USAJOBS serves as the central, official place to find opportunities in hundreds of federal agencies and organizations.
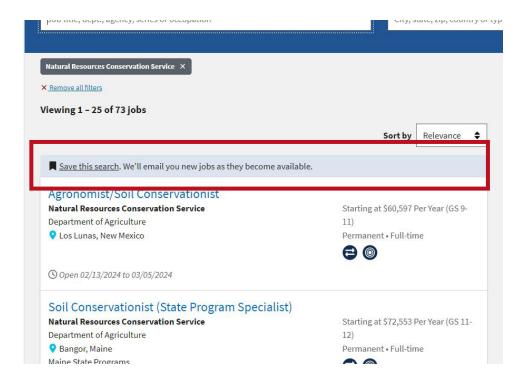
How do I start?

1. Create a login.gov account
   Go to USAJOBS and select 'sign in' and follow the prompts to create an account. You do not need to create an account to search for jobs. However, you will need an account to set up alerts, save jobs, or apply.

2. Create a USAJOBS profile
   Your profile includes all the information you need to apply to a federal job; your name, address and other important information that are submitted for each job application. It's important to create a profile, because we can use this information to improve your job search results and help you fill in parts of a job application.

3. Create or upload a resume
   You can either upload a resume or create one using the Resume Builder. You can store up to five unique resumes within your profile—this will help you target your resume to different types of jobs. If you upload a resume:

   - The document size must be less than 3 MB.
   - The document must be in an acceptable format such as: JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX).

4. Search for jobs
Take advantage of the USAJOBS search tool-the more details you provide, the more effective your results will be. You can search for jobs by keyword, occupation or job category, agency, location, salary range and pay grade.

5. Review the job announcement and apply
Once you find a job you're interested in, read the entire job announcement and pay close attention to the: "This job is open to" and "Who may apply" sections to see if you're eligible for the job.

How do you save searches and get alerts?

Once you have searched job openings using the keywords and locations you are interested in, you can save the search and get emails when a new job becomes available.

Above the search results, you will see 'Save this search. You will recieve an email when new jobs as they become available." Click the link and follow the prompts.

job title, dept, agency, series of occupation   City, state, zip, country or typ

Natural Resources Conservation Service ✕

✕ Remove all filters

Viewing 1 – 25 of 73 jobs

Sort by [Relevance ⬍]

🔖 Save this search. We'll email you new jobs as they become available.

Agronomist/Soil Conservationist
Natural Resources Conservation Service
Department of Agriculture
📍 Los Lunas, New Mexico

Starting at $60,597 Per Year (GS 9-11)
Permanent • Full-time

🔁 ◎

🕐 Open 02/13/2024 to 03/05/2024

Soil Conservationist (State Program Specialist)
Natural Resources Conservation Service
Department of Agriculture
📍 Bangor, Maine
Maine State Programs

Starting at $72,553 Per Year (GS 11-12)
Permanent • Full-time

What to include in your resume

Federal jobs often require that you have experience in a particular type of work for a certain period of time. You must show how your skills and experiences meet the qualifications and requirements listed in the job announcement to be considered for the job.

Include important contact information

Don't forget to add current contact information. Most job applications require this information:

- Address
- Email
- Phone number

Read the job opportunity carefully to make sure you have included all required contact information.

Include dates, hours, level of experience and examples for each work experience.

For each work experience you list, make sure you 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

Include volunteer work and roles in community organizations

Don't limit yourself to only including paid work experience. Include relevant volunteer work or community organizations roles that demonstrate your abilities.