

If your federal style resume doesn't include all required information your application can be rejected. No matter how you prepare your application, you MUST include the data listed on this page. Much of the information repeats. You must include all previous employers company name, address, phone numbers, salary, etc. Use the following list to ensure you don't miss anything.

Federal Resume - Required Information

JOB INFORMATION

- Announcement number, title and grade(s) of the job for which you are applying.

PERSONAL INFORMATION

- Full name, mailing address (with Zip Code) and day and evening phone numbers.
- Social Security Number
- Country of citizenship (Most federal jobs require United States citizenship.)

VETERANS' PREFERENCE

If you served on active duty in the United States military and were separated under honorable conditions, you may be eligible for veterans' preference. To receive preference if your service began after October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service-connected disability.

Veterans' preference is not a factor for Senior Executive Service Jobs or when competition is limited to status candidates (current former federal career or career-conditional employees).

To claim 5-point veterans' preference, attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty or other proof of eligibility.

To claim 10-point veterans' preference, attach an SF-15, Application for 10-Point Veterans' Preference, plus the proof required by that form.

REINSTATEMENT ELIGIBILITY

(If requested, former federal employees must attach a SF-50 proof of your career or career-conditional status.)

- Highest federal civilian grade held (Also give job series and dates held.)

EDUCATION

High School

- Name, city, and State (Zip Code if known)
- Date of diploma or GED

Colleges and universities

- Name, city, and state (Zip Code if known)
- Majors
- Type and year of any degrees received (If no degree, show total credits earned and indicate whether semester or quarter hours.)

Send a copy of your college transcript only if the job vacancy announcement requests it.

WORK EXPERIENCE

Give the following information for your paid and non-paid work experience related to the job for which you are applying. (Do not send job descriptions.)

- Job title (include series and grade if federal job)
- Duties and accomplishments
- Employer's name and address
- Supervisor's name and phone number
- Starting and ending dates (month and year)
- Hours per week
- Salary
- Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS

- Job-related training courses (title and year)
- Job-related skills; for example, other languages, computer software/hardware, tools, machinery, typing speed.
- Job-related certificates and licenses (current only)
- Job-related honors, awards, and special accomplishments; for example, publications; memberships in professional or honor societies; leadership activities; public speaking; and performance awards. (Give dates but do not send documents unless requested.)

SES & High Level Management Positions

SES positions require the applicant to address five Executive Core Qualifications (ECQs) for all positions and most high level management applications require considerable detail. The SES and high level, GS-14 and above, management positions application and resume process can be intimidating to say the least. You have to write a professional application package and you will need to spend a considerable amount of time to package it correctly and to include all of the **required information** that is needed for these applications.

With a little coaching, insight, and succinct samples that are provided in **The Book of U.S. Government Jobs** and The **The Federal Resume Guidebook**, you too can get through this. SES applications can take up to a week to research, compile, and write a professional package that will get you hired and that's if you know the ins and outs of the process, MOST DON'T. Midlevel applicants can easily spend several days just compiling key information in preparation for completing their resume.

How to Write a Resume for a Federal Job

- By [Barbara Safani](#)
- Posted Jan 13th 2011 @ 8:13AM

Are you thinking of applying for a job with the federal government? The strategies for writing a powerful [resume](#) are different from those recommended for the private sector. AOL Jobs spoke to [Kathryn Troutman](#), a leading federal resume expert, to learn more about how to write a top-notch resume for the federal sector.

Don't list every job

The official federal [resume writing](#) rules ([OF-510](#)) from the Office of Personnel Management state that you should include recent and relevant positions. So, if you have 10-14 (or more) positions in your entire Work Experience section of your resume, review the positions to determine which positions are most recent and relevant. The best number of positions to include in your Work Experience section is at most 4-7. Review all of the positions and **leave out** any short-term jobs, non-relevant jobs, repetitive jobs, non-paid jobs (move them to Additional Information section of your resume, or leave them out), and interim jobs.

The federal resume is NOT a life history

The HR specialists tend to be most interested in the last 10 years of your relevant work experience. You can list experience going back longer than that, if you feel they provide good background, but **keep it short**.

The average federal resume length in the USAJOBS format is four to five pages.

Considering that the federal HR specialist will receive 100 to 400 (or more) [resumes](#) per application, and that the USAJOBS resumes are read and scanned by **humans** (not an automated system), the resumes should be succinct and powerful.

HR specialists working in government agencies are currently learning to **read** federal resumes, so that they can find the specialized experience, examples, accomplishments, and experience they require to determine if you are Minimally Qualified, Qualified, or Best Qualified — according to the new category rating system for applications. Best Qualified represent a score of 90 to 100; Qualified is 80 to 89; Minimally Qualified is 70 to 79. Under 70 points and your application does not get considered.

Don't go too far back in your work history

If you are over 50 and you held professional positions in the 1970s and 1980s, **leave them off**. The [human resources](#) specialists are interested in the last 10 years (back to 2000). And if you want to give some extra background, you can write about your experiences back to 1990 -- but there should be no dates before 1990. This can help you avoid [age discrimination](#) and cut down resume length.

Gaps in dates are a problem

The federal human resources specialists do not care if there are small gaps in dates (one year or less). If you have any positions in your list of experiences that are not recent or relevant, then you should **leave them out**. The HR specialists are looking for positions that support your candidacy for the position they are trying to fill. They are looking for evidence of specialized experience in their field.

Group temporary or contractor assignments

If you are a temp or government contractor and you have had 15 assignments with a single contracting firm, then write them up under the name of the contracting firm as one job, not 15. Within the Contractor "job block" add highlights from your contracts. Some of your contracts were more impressive, challenging, and results-oriented than others. Feature the contracts that resulted in new projects or impressive projects that will help you land a permanent position.

Don't list short, irrelevant jobs

Again, the positions should be recent and relevant. If you have one six-month position that is a repeat of another, and just clutters up the solid work experiences, then take it out.

Include accomplishments

Most resumes that are received do not include accomplishments. If you want to prove that you have a certain knowledge, skill or ability, you will need to add an achievement that proves you have the experience. The proof, as they say, is in the pudding.

Show the context of your accomplishments

If you do include a one-line accomplishment, it may not help the HR specialist to see what obstacles you've overcome. Displaying how you've overcome difficulties is important because it shows that you can solve problems in a real-world environment, and help the organizations reach its goals, regardless of whatever challenges they might face. For a federal resume, the accomplishment usually needs to be surrounded with more details in order to engage the HR specialist as well as your prospective supervisors.

Career changers must show relevance

If, for example, you are currently employed in corporate America and are seeking a job with the Customs & Border Patrol as a mission support specialist, then your resume must change about 100 percent. This is an extreme [career change](#), and for people seeking such a transition, I recommend my book, *'Ten Steps to a Federal Job,'* or professional help with the writing of translational skills, keywords, mission, and language.

Include keywords

Most first-time federal applicants simply do not include keywords from the target announcement. If you see the word **supply** listed 20 times in the announcement, that means that this word **must go in your resume**, specifically somewhere in the top five lines of your "work experience" section. The HR specialist is looking for a **supply** person, and if you don't have that word anywhere in your resume, you will probably not be considered to be anywhere in the Best Qualified, Referred, or even Minimally Qualified categories.

Summary

The federal resume is **not** the same as a private industry resume. It is longer, more detailed, and must include keywords from the federal job announcement. Your resume must also demonstrate your specialized experiences, and should be no longer than five pages.

You should consider your [federal jobs](#) resumes as a proposal that you are submitting in order to work for the government. It is a technical document that should carefully match the job announcement, with serious consideration regarding your ability to perform the job. If you spend time and look at samples of federal resumes versus resumes from the private sector, you could find yourself in the Best Qualified category and referred to a [supervisor](#) for consideration and an interview; and maybe even hired into your dream job with the U.S. Federal Government.