

USAJOBS FEDERAL RESUME

Developing a federal resume is a lot different than creating a traditional resume. More importantly, it needs to be focused on a specific position in or on the official classification standards. Typically, it will be three pages long for a recent college graduate and four or more pages long for an experienced professional or veteran. The resume must include knowledge, skills, and abilities; specialized experience; keywords from the announcement. They require more details such as college coursework, papers, projects, recognitions, internships, athletics, or other college activities, part-time jobs, or volunteer jobs. Listed below are several tips for developing a federal resume:

- Refrain from using bold font, horizontal lines and bullets.
- Describe job duties and activities in paragraph form.
- Begin each employment with a description of your overall duties.
- Use CAPS to lead off the short paragraphs focusing on keywords from the announcement (OUTLINE FORMAT) and include the number of hours per week.
- After summarizing your major duties; include a list of accomplishments with results – specific to the announcement. Tell a story in the context. EXAMPLE: Drastically reduced the number absentees from 13% to 2.5% within six months.
- Follow the pattern for each subsequent job block to complete the employment history.
- Other work experience highlights may include:
 - TEAMWORK & COLLABORATION
 - PROJECT COORDINATION
 - PROGRAM SUPPORT
 - CUSTOMER SERVICE
 - KEY PROJECTS
 - ADMINISTRATION
 - TRAINING / CERTIFICATIONS
- Accomplishments writing tips – Write in active voice as opposed to passive voice:
 - Passive: Responsibilities included managing 15 people.
 - Active: Directed/Managed/Led 15 diverse personnel.
- Conduct a resume keyword search from the vacancy announcements.
 - EXAMPLE: Target Position - Contract Specialist, GS-1492-10
 - KEYWORDS:
 - Contract Management
 - Contract Administration
 - Knowledge of Contract Regulations And Policies
 - Customer Service And Interpersonal Skills
 - Interpret Procurement Regulations And Technical Material

For more information on applying for Federal Jobs, go to:

http://www.tenstepsforstudents.org/pages/the_ten_steps.html

FEDERAL RESUME SAMPLE

JOHN FEDERAL

1234 Flagpole Rd

Glassboro, NJ 12345

Cell: 856-555-5555

Email: jfederal@email.com

U.S. Citizen

SSN: 333-22-111

PROFILE: Self-motivated, mature focused and ambitious human resources management individual with a Bachelor's of Science degree. Skilled and thorough in analyzing problem situations and finding creative solutions. Outstanding skills in analysis, strategy and planning. Proven ability to create and manage a result-oriented team. Able to meet demanding time goals. Experience in clear and effective business communication. Well organized and thorough in researching information.

EDUCATION: Enrolled in Bachelor of Science (BS) program; Human Resource Management; Rowan University; Glassboro, NJ; completed 105 semester hours; anticipated graduation date, 05/2013; GPA: 3.69/4.0. Study abroad program, University of Nancy, Paris France.

WORK EXPERIENCE

09/2010-Present, Media Assistant (PR), WGLS-TV, Glassboro, NJ, 25 hours/week, Supervisor Bud Savitz, 856-555-5555, may contact.

Serve as Media assistant for WGLS-TV Public Relations Department.

SOCIAL MEDIA INITIATIVES: Assist with the creation of social media strategy to define programs that use social media marketing techniques to increase visibility, viewership and feedback. Monitor trends in social media tools and applications. Currently working on creating a WGLS-TV Jobs Twitter account to inform the public of employment opportunities and job fairs.

WRITTEN COMMUNICATIONS: Collect and present information on marketing and branding initiative to our AM and FM radio stations. Develop accurate information, draft, and publish web 2.0 content for usage on social networking sites. Review technical accuracy, proper use of accepted techniques and practices and overall compliance with instructions and organizational policy.

KEY ACCOMPLISHMENTS: Coordinated Social Media contributors in each of our radio stations; created and conducted four presentations on the use of Social Media for recruitment; created an Intern Blog, which has been updated weekly; rolled out initiative and guidance for WGLS use of LinkedIn which has resulted in over 30,200 followers.

EXTRACURRICULAR / VOLUNTEER ACTIVITIES:

The Green Mile, 05/2011-09/2012: Participated in Glassboro community clean-up program exploring environmental issues by taking part in issue-oriented classes, guest lectures and documentary films to develop leadership skills and engagement.

Rowan Ambassadors, 04/2009-11/2010: Conducted tours to prospective Rowan University students and their families, providing introductory information and history about the university. Maintain a positive attitude, providing information and responded to questions.

COMPUTER SKILLS: Able to quickly learn computer software. Proficient in Microsoft Word, PowerPoint, Access, Outlook; QuickBooks Pro and Internet and web 2.0 applications, including Facebook, MySpace, LinkedIn, My Life, Twitter.

LANGUAGE SKILLS: Knowledge of Arabic (oral and written).

HONORS/AFFILIATIONS: Member, National Society of Collegiate Schools, Student member, Society of Human Resources Management.