

WRITING A FEDERAL RESUME

FEDERAL RESUME TIPS:

This guide can be useful if you have federal experience or if you're applying for your first federal role. Here's some tips on how to build a federal resume:

- Use the **USAJobs Resume Builder** to create your federal resume. It walks you through the sections step-by-step and ensures your resume is in the correct format. You may create and upload several resumes and tailor each of them to fit different positions.
- Federal resumes should be between 2-5 pages. Describe your accomplishments in full detail and list all activities and work experience. Use numbers to quantify your accomplishments whenever possible.
- Federal resumes require details on college coursework, papers, projects, recognitions, internships, athletics or other college activities, part-time jobs and volunteer positions. The skills you gain during these experiences is what is important — it does not matter if the activities were paid or unpaid.
- Some jobs allow the option to upload your own document; others require that you use the [USAJobs.gov](https://www.usajobs.gov) Resume Builder.
- You may also upload a master federal resume to USAJobs that provides a general overview of your skill sets and experience that HR specialists can find when they are actively recruiting for positions

SECTIONS OF A FEDERAL RESUME:

Title of Section	Information within the Section
Job Information	Announcement number, title, series and grade of job for which you are applying.
Personal Information	Full name, mailing address with ZIP code, phone number with area code, Social Security number, country of citizenship, veteran's preference.
Summary	Written in the third person, describing overall skills and abilities as they relate to your career and the job announcement.
Education	High school (name, city, and state and date of diploma); Colleges or universities (name, city and state, concentration, certificates, type and year of any degrees)
Professional Experience	Job title, duties and accomplishments, employer's name and address, supervisor's name and phone number (and indication of whether your current supervisor can be contacted), starting and ending dates, hours per week and salary. Reference key skills from the job announcement and describe your accomplishments as they relate to those skills.
Other Qualifications	Training courses, technical and language skills, certificates and licenses, honors, awards and accomplishments. Accomplishments can include publications, professional memberships, leadership activities, public speaking engagements, athletics, and other information relevant to the job announcement.

EXPLORE

EXPERIENCE

ACHIEVE

FIRST NAME LAST NAME

123 Namey Street, Apt #, City, ST ZIP | Email Address | Phone Number | LinkedIn URL

CITIZENSHIP: (Yes or No, Work Visa)

SPECIAL HIRING AUTHORITY: (Veteran preference or Person with Disability - Schedule A)

FEDERAL EXPERIENCE: (Yes or No and Indicate Military, Federal or State Gov)

CLEARANCE: (Indicate what level and if it's still active)

OBJECTIVE

To obtain a full time position in public service with (Indicate the federal Agency and sub Agency) as a (Indicate the position including announcement Number if there is one)

SUMMARY OF QUALIFICATIONS (these are examples below; please put in your own information)

(1st Element: The introductory paragraph - Must be specific and highly detailed for each job series and position you're applying to. You need to outline all the specific skills you have that are directly related to the position you are seeking, including Key Words identified in the positions description.)

Put your paragraph here.

(2nd element – summary of skills obtained throughout career)

Example:

Research: Legal case research via Westlaw and LexisNexis databases, health policy research via Proquest Congressional

Quantitative: Data analysis and data visualization using SPS, Tableau, and Excel

Project coordination: Planning and coordinating, compiling data, tracking status, and managing details

Program development: Nonprofit grant writing and budget analysis

Writing and editing: Reports, correspondence, academic, web/social media content, newsletter content

Languages: Bilingual (English & Spanish), proficient in American Sign Language

Technical: Java, Tableau, SPSS, Microsoft Suite -Word, PowerPoint, Excel; Keyboard 50 wpm

EDUCATION

University of Tampa, Tampa, FL

Month Year – Month Year

Bachelor of Art/Science in Major

GPA: 4.0

Minor:

Relevant Coursework: Inequality, Health and Health Care Systems, Sociological Research Methods, Critical Perspectives in Global Health, Epidemiology, Economics of Health and Healthcare, Issues in American Public Health, Health, Education and Work in Latin America

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The Pillars of [Spartan Ready](#)® equip students with life, career, and digital skills that drive success in academics, the workplace, and beyond.

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EMPLOYMENT HISTORY (the bullets below are examples of what you can use)

Name of Employer

Month Year – Month Year

Position Title

Street Address, City, ST

Supervisor: Jane Doe, (555) 555-5555, may be contacted Hours: 20/week, Salary: \$15/hour

- **RESEARCH & ANALYSIS**
 - Conducted background literature research for a study about domestic health insurance options for use in white paper and comprehensive policy report for the institute.
 - Compiled statistical data on health indicators in the local area and utilized SPSS to analyze data.
 - Created publication-ready tables summarizing findings from a youth health survey.
- **WRITING & EDITING**
 - Co-wrote and edited a biweekly digital newsletter to 1,000+ subscribers about issues and events related to health policy.

ADDITIONAL TRAINING

Name of Training, Location of Training, Date(s), Amount of Hours

Example: MBTI Training, Washington, D.C., 2023, 60 hours.

VOLUNTEER & COMMUNITY EXPERIENCE

Princeton American Sign Language Club, Princeton, NJ, September 2019 - present

Blue Springs High School Peer Mentor, Washington, D.C., August 2016 - May 2018

Blue Springs Soup Kitchen Server, Washington, D.C., October 2016 - December 2017

AWARDS

Award Name, Month Year

CERTIFICATIONS

Certification Name, Date Obtained: Month Year, Expires: Month Year

AFFILIATIONS & PROFESSIONAL ASSOCIATIONS

Name of Organization, Title, Dates Affiliated

REFERENCES (List 3 references and their contact information)

Name of Reference, Reference Job Title, Reference Organization, Relationship to You, Years Known, Phone Number, & Email Address

*Information in this guide derived from USA Jobs website, [sec.gov](https://www.secd.gov) website, and the Center for Career Development at Princeton University

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