

# **Federal Resume Toolkit Outline**

## **Introduction to Federal Resumes:**

- The purpose of a federal resume is to effectively showcase an applicant's qualifications and suitability for a particular federal job vacancy. Federal agencies use strict screening criteria to evaluate applicants, and the detailed nature of federal resumes allows candidates to demonstrate how their skills and experiences align with the requirements of the position. Additionally, federal resumes are often used to determine eligibility for certain hiring preferences, such as veterans' preferences or special hiring authorities. Therefore, the primary goal of a federal resume is to provide comprehensive and relevant information that highlights an applicant's qualifications and increases their chances of being selected for an interview and ultimately hired for a federal government position.
- A federal resume is a specialized type of resume format used specifically for applying to federal government positions in the United States. Unlike traditional resumes, federal resumes are typically longer and more detailed, providing extensive information about an applicant's work experience, education, skills, and accomplishments. They often include specific sections such as job series and grade level, detailed descriptions of duties and responsibilities, and information about relevant training and certifications.

## **Tailoring the Resume to the Job Announcement:**

### **1. Customizing your resume:**

- Job applicants need to have a specific resume for each job of interest. Even if a job applicant has a great deal of overall experience, you must pivot your resume to reflect the nuances of each desired role. This involves reviewing the job description for each position of interest, comparing what direct and indirect experience the applicant has in regards to their desired position, and synchronizing your resume to reflect the job description.

### **2. Using keywords and phrases:**

- Keywords are essential because many employers use applicant tracking systems (ATS) to screen resumes based on predefined criteria. By including relevant keywords, students can increase their chances of passing through ATS screenings and catching the attention of hiring managers.
- Examples may include identifying action verbs, technical skills, certifications, or industry-specific terminology mentioned in the job announcement and incorporating them into the resume's relevant sections. For instance, if the job announcement emphasizes project management skills, students should ensure that they highlight their project management experience using language consistent with the job posting.
- Do not simply copy and paste entire phrases from the job announcement into their resume. Instead, you should integrate keywords naturally into your content, ensuring that your qualifications and experiences are accurately represented.
- **Industry Keywords:** <https://www.jobscan.co/blog/top-resume-keywords-boost-resume/>

## **Understanding the USAJOBS System:**

- USAJOBS is the primary platform used by federal agencies to advertise job openings. It is the central hub for federal job postings. It is important to understand how to use USAJOBS to search for and apply to federal positions.
- Making an account is easy and allows you to track and apply to multiple positions within the public sector. All the necessary information about salary, responsibilities, experience, and qualifications are posted alongside the job listing.
- There is customizable functionality that allows you to narrow your search to exactly the kind of position you are looking for, which makes finding jobs easy.

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## **Differences of a Federal Resume & A Private Sector Resume:**

Federal resumes and private sector resumes differ in several key aspects:

### **1. Length and Detail:**

- a. Federal resumes are typically longer and more detailed than private sector resumes. They often span multiple pages and include comprehensive information about duties, accomplishments, and qualifications.
- b. Private sector resumes are generally shorter and more concise, usually limited to one or two pages. They focus on relevant skills, experiences, and achievements that are directly applicable to the desired job.

### **2. Format:**

- a. Federal resumes follow a specific format prescribed by federal agencies, including sections such as job series and grade level, detailed descriptions of duties and responsibilities, and information about relevant training and certifications.
- b. Private-sector resumes offer more flexibility in formatting and layout. While they still adhere to standard conventions, such as listing work experience in reverse chronological order, there are no strict formatting requirements.

### **3. Emphasis on Accomplishments:**

- a. Federal resumes place a strong emphasis on accomplishments and results achieved in previous positions. They often include detailed descriptions of specific projects, initiatives, or programs that demonstrate the applicant's impact and contributions.
- b. Private sector resumes also highlight accomplishments, but they may focus more on job responsibilities and day-to-day tasks. Private sector resumes tend to emphasize how an applicant's skills and experiences can benefit a prospective employer.

### **4. Language and Terminology:**

- a. Federal resumes often use specialized language and terminology specific to the federal government, such as job series codes and grade levels. They may also include keywords and phrases from the job announcement to ensure alignment with the position's requirements.
- b. Private sector resumes use language and terminology that are more universally understood across industries. They focus on clear and concise descriptions of skills and accomplishments using standard business terminology.

### **5. Personal Information:**

- a. Federal resumes typically require additional personal information, such as citizenship status, security clearance, veteran preference, and eligibility for special hiring authorities. Private sector resumes generally do not include this level of personal information unless specifically requested by the employer.

### **6. Tailoring to Job Requirements:**

- a. While it's essential to tailor both federal and private sector resumes to the job requirements, the approach may differ slightly. Federal resumes often require more customization to align with the specific qualifications and requirements outlined in the job announcement, including addressing each of the required qualifications in detail. Private sector resumes also need to be tailored but may focus more on showcasing transferable skills and experiences relevant to the target position.

### **7. Significant Differences:**

#### **a. Overview:**

- i. Overall, while both federal and private sector resumes serve the purpose of showcasing an applicant's qualifications, they vary in length, formatting, language, and emphasis, reflecting the unique requirements and expectations of their respective sectors.

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### **b. Federal resumes:**

- i. Are used to determine if you meet the minimum qualifications and requirements for a job announcement.
- ii. Can be multiple pages long to include all experiences.
- iii. Includes more details of background and all experiences such as hourly wage/salary, supervisor's title and contact information, hours worked per week, veteran status, security clearance, etc.

### **c. Private sector resumes:**

- i. Are used as a marketing tool to get an interview.
- ii. Should be kept to 1-2 pages maximum to summarize your most relevant experience.
- iii. Do not include personal details like country of citizenship, street address, salary history, or references.

Understanding these differences is crucial for individuals transitioning between federal and private sector employment or those applying for positions in both sectors.

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## Your Name

Address, City, State  
Email address | Phone number

## JOB INFORMATION

**Announcement Number:**

**Position Title:**

**Pay scale & grade:**

**Citizenship:**

**Veterans' Preference: Yes or No**

**Highest GS Grade:**

**Security Clearance:**

## EDUCATION

Name of Institution, City, State

**Full name of your degree**

Expected graduation: Month 20##

**Minor in (name of minor if you have one—delete line if not)**

GPA: 3.9 on 4.0 scale | Credits Earned: 128 | Wildcat Excellence Award

## WORK EXPERIENCE

*Position Title*

Month Year – Month Year

Organization Name, City, State

Hours per week: ##

Supervisor: Supervisor Name, Supervisor phone number

Pay/Salary: \$##/hr or \$##,###

Permission to contact: Yes or No

Provide a general overview of your position that focuses on the relevant transferable skills used. The more skills that you can match from the position posting, the better.

- Bullet points of your more specific responsibilities written in APR format: Action + project + result. Include numbers when you can to define your accomplishments.
- Another bullet point
- Another bullet point

## LEADERSHIP EXPERIENCE

*Position Title*

Month Year – Month Year

Organization Name, City, State

Hours per week: ##

Supervisor: Supervisor Name, Supervisor phone number

Pay/Salary: \$##/hr or \$##,###

Permission to contact: Yes or No

Provide a general overview of your position that focuses on the relevant transferable skills used. The more skills that you can match from the position posting, the better.

- Bullet points of your more specific responsibilities written in APR format: Action + project + result. Include numbers when you can to define your accomplishments.
- Another bullet point
- Another bullet point

*Position Title*

Month Year – Month Year

Organization Name, City, State

Hours per week: ##

Supervisor: Supervisor Name, Supervisor phone number

Pay/Salary: \$##/hr or \$##,###

Permission to contact: Yes or No

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## **Mia Caterina**

221B Address street  
Glassboro NJ, 08028 United States  
Day Phone: 1231239876  
Email: miacaterina@email.org

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### **Work Experience:**

#### **Assistant Manager**

##### **Applebee's Grill + Bar**

100 Address St.  
Clayton, NJ

#### **3/2019 - Present**

**Salary:** \$1,875.00 USD Bi-weekly

**Hours per week:** 40

#### **Duties, Accomplishments and Related Skills:**

- Responsible for training and providing feedback to all new employees during the first 60 days of their employment.
  - Supervise, create a weekly schedule, and facilitate performance reviews to a staff of over 10 Hostesses and Waiters.
  - Increased sales by 10% during the first 2019 business quarter (January - March) by reorganizing employees work schedule, and by introducing a social media campaign to increase awareness of stores specialty events.
  - Created a customer service team that comprised of both employees and managers to identify present concerns within the store, outline potential interventions, and establish standards operating procedures for all employees.
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#### **Historian Intern**

##### **Historical Society of New Jersey**

101 Address lane  
Newark, NJ

#### **1/2020 - 4/2020**

**Salary:** \$400.00 USD Bi-weekly

**Hours per week:** 20

#### **Duties, Accomplishments and Related Skills:**

- Researched historical landmarks and events through available archives, and created two published articles that demonstrated present contemporary issues and highlighted the universal importance of studying history.
  - Assisted with the database management of over 2,000 artifacts through following institutional removal and return policies.
  - Reviewed numerous artifacts to cross-reference their significance, and to understand the perceptions of those individuals who witnessed specific historical events.
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### **Education:**

**Rowan University** Glassboro, NJ United States

Bachelor's degree 1 / 2021

**GPA:** 3.70 of a maximum 4.0

**Credits Earned:** 120

**Major:** History **Minor:** Economics

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## **SKILLS**

- **Technical skills:** List your most relevant technical skills (anything to do with a tool or technology) here, separating each one with a comma.
- **Professional skills:** List your most relevant transferable skills here. View internship/job descriptions to see how companies describe these skills and use that language here.