

Federal Resume Guide

Northland College Career Education Center

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Applying for Federal Opportunities

Learn the differences between a federal resume and a standard one to best meet the goals and expectations of your future employer.

- Working for the federal government has many rewards and benefits, and having the proper resume can be the difference between getting the position, and losing out on your dream career.
- Federal resumes are commonly 2-4 pages long and contain additional detail that will likely not be on your standard resume.
- Most federal jobs will require you to answer an online questionnaire to determine the level of your skills, knowledge and experience, as well as include a federal resume. Additionally, you may need to complete a separate application, such as an OF-612, for the specific position.
- Federal resumes take additional time and content compared to a standard resume. Federal resumes will serve you better for displaying your accomplishments as it relates to federal positions. It is always a good idea to have your resume double-checked, and also review the job posting itself to ensure you are matching the requirements specified in the position.

For more information:

<https://my.northland.edu/planning/careers/career-handbook/>

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Seven Topics to include in your Federal Resume:

1. Personal Information

Include your contact information with your number and email as well as a legal address. You also should include your country of citizenship, as well as any previous military experience. Military experience must be included here for consideration of veteran's preference rules. It may be beneficial to include your social security number but ON A FEDERAL RESUME ONLY! This information should be included at the top of the resume in the previously mentioned format.

2. Job Information

Include the job title or position you are applying for and include the job vacancy number, title, series, and grade of the job on your resume. These are critical pieces for inclusion on a federal resume, and are a requirement for every single federal position you will be seeking.

3. Summary of Experience

Detail all pertinent pre-professional, professional, and volunteer experience that will present you in the most competitive light, as compared to other candidates for the same position. This particular area on your resume needs to delineate your strengths, skills, and accomplishments that are relevant to the position you are pursuing.

4. Professional Accomplishments

Showcase any accomplishments that will distinguish you as a candidate for the position. Highlight any awards and/or distinctions you have earned in the workplace and/or school setting that increase your perceived professionalism and competence.

5. Education

Describe your education by detailing your most recent educational experience chronologically, and working backwards from there. Include your earned degree, name and address of the educational facility, applicable major/minor, dates of attendance, grade point average, and graduation date. You can also choose to include any scholastic honors (Dean's List, scholarships received, etc.) in this area, as well as any honors conferred at graduation.

6. Training

Include all training and certifications that you have received, as they can be strong components for your resume. These particular categories can help make you stand out as a future employee. It is recommended that you create different section headings for each type of training/certification listed and include all accompanying contact information for each notation.

7. Other Qualifications

Finally, list all other qualifications that position you as the perfect fit for the applied position. Awards, publications, and presentations are examples of other qualifications pertinent for your resume. Always use whatever opportunity you have available to provide distinguishing and relevant information on your resume.



Ten Tips for describing your Knowledge, Skills and Experience in preparing your Federal Application:

1. **Use words wisely**—use minimum words to share substantive information.
2. **Use the questionnaire & job announcement** to guide your writing & help you understand what to address & what words to use.
3. **Make your message stand out** by keeping your paragraphs brief.
4. **Focus on the outcome** or the most important aspect of your work experience.
5. **Showcase your role** in any position or project that you were involved in.
6. **Remember– time frames count**, so be sure to include them with specific dates or length of time worked on the project or job.
7. **Value your experience** by illuminating your significance as a candidate.
8. **Show and tell** by detailing your experience and using examples for documentation.
9. **Resist additions** - Do not include copies of awards or any other publications that may clutter your application.
10. **Illuminate your resume**, but do not repeat yourself. Be descriptive in order to match the job you are pursuing.

For additional information visit the following:

www.usajobs.gov

For a sample Federal Resume please visit:

https://help.usajobs.gov/index.php/Sample_Resume