

# Building a Federal Resume

## Using USAjobs.gov Resume Builder

Your Federal Resume should be as detailed and comprehensive as possible, while also being concise and clear – find the balance!



YOUR FEDERAL  
RESUME  
**IS**  
YOUR JOB  
APPLICATION

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Like so many career advising topics, when you ask for guidance and insight, the response you receive depends on who you ask! Even across government, the advice may vary slightly by the person or department.



Seek a diverse range of resources, and then synthesize and ultimately do what feels best for you.

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The instructions, tips, and resources listed below are intended to highlight the information you may find at individual agencies.



Look at each agency for which you are applying to check for any additional customization.

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### CONSULT THESE PAGES FOR ADDITIONAL TIPS:



- [U.S. Department of Labor – Tips for Writing a Federal Resume](#)
- [General Services Administration- TTS Handbook](#)
- [USDA, Forest Service – How to Build a Federal Resume](#)
- <https://hr.nih.gov/jobs/how-apply/tips-writing-federal-resume>

# TOP TIPS

# FOR YOUR FEDERAL RESUME & APPLICATION

01

## **Keep it Concise**

Avoid writing an overly wordy resume with irrelevant information

02

## **No Acronyms**

Avoid using acronyms – type it out each time!

03

## **Include Necessary Context**

Your resume should be understandable to someone who has no background knowledge of the experiences and affiliations on your resume

04

## **Customize, Customize, Customize**

Tailor each federal resume to the specific job announcement

05

## **New Position, New Resume**

Resist the urge to submit a standard resume to different positions – hiring managers can spot generic resumes!

06

## **Add Key Words and Phrases**

Pull up the the “duties” section from the job announcement and have it side by side as you tailor the resume – match the words in your resume to the key words and phrases from the announcement

# RESUME BUILDER

## SECTION BY SECTION



### WORK EXPERIENCE

**Demonstrate how your knowledge, skills, and experiences meet the qualifications and requirements listed in the job announcement.**

- List all relevant jobs and experiences. Include both paid and unpaid experiences (i.e. volunteer work, community organizations, leadership positions on and off campus)
- Quantify past experiences and accomplishments with performance metrics like percentages, numbers, and data, to showcase the impact you had at a particular job

**Include the following information for each job/experience:**

- Employer name
  - Location
  - Your title
  - Start and end date (month/year)
  - Average hours worked per week
  - Responsibilities and accomplishments
  - Supervisor
  - Salary or how much you earned (ex: \$17/hr)
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### EDUCATION

**Be sure to include the following:**

- College (Tufts)
- High school
- Degree obtained at each institution
- GPA
- Relevant coursework completed (includes relevant academic papers or projects, key presentations, honors received, and other important accomplishments)

# RESUME BUILDER

## SECTION BY SECTION



**Provide as much pertinent information as possible in the following “Optional Sections”:**

### **JOB-RELATED TRAINING**

Includes classes, seminars, coursework, certifications, or training that relates to the skills and experiences the position requires.

### **REFERENCES**

List professional or personal references who can vouch for your character, work ethic, and dependability - such as colleagues, classmates, and mentors

### **LANGUAGE SKILLS**

Include the languages you have experience in, and your level of proficiency

### **PROFESSIONAL PUBLICATIONS**

If you've been published, include the outlets you've contributed to, the publication names, and the date your submissions were published

### **ASSOCIATIONS**

List professional associations, societies, clubs, or other organizations you belong to, and highlight leadership roles and volunteer experiences you've had that relate to the position description

### **ADDITIONAL INFORMATION**

Add other relevant information including: awards, leadership activities, & public speaking engagements. You can also your add desired location here.