



RESUME GUIDE

Read this guide before submitting your application package and be sure that you include all necessary information. It is imperative that you provide a complete federal resume to be considered for a position.

SECTIONS

Format
Content
Professional work experiences
Military Experience
Education
Certifications/Licenses
Achievements/Awards/Publications
Other Relevant Volunteer or Work
Experience
Helpful Tips
CAPE Sample Resume

Helpful Websites

<https://help.usajobs.gov/faq/application/documents/resume/what-to-include>

<https://help.usajobs.gov/how-to/account/profile/searchable>

FORMAT

Federal jobs require that your resume support the specialized experience described in the announcement, demonstrating how your skills and experiences meet the qualifications and requirements for the job. Since qualification is determined by having a specific job-related experience over a specified time, it is strongly recommended that you list your experience in reverse chronological order, as opposed to using a functional resume, which combines experience by area of expertise.



Chronological resumes list work experience by date, with the most recent job appearing first



Functional resumes are organized by skill. This is not recommended



Combination resumes describe both work experience and highlight skills



Maximum length is 2 pages and minimum size 10 font



Make sure to include page numbers and name on each page

CONTENT

Professional work experiences

The following **MUST** be included for each position:

- Position and title
- Name of organization and location (city/state) and Start and End date (MM/YYYY) or present
- Grade and Series for Federal positions
- Number of hours worked per week, or indicate if full or part time
- Clearly and specifically describe your duties and accomplishments in each position and emphasize the parts of your career history that match the qualification requirements
- Quantify whenever possible to demonstrate success

Military Experience

List military service and include the following:

- Branch of military (Active or Reserve)/Full-time or part-time, if Reserve
- Rank/Grade/Job Title
- Start and end date, or date of expected separation (month/year)
- Clearly and specifically describe your primary duties

Education

- Degree and Major
- College or University name and location
- Dates attended
- Honors or awards, if any

Certifications and Licenses

- Name of the certification
- Organization that granted it and location (city/state)
- Date(s) the certification is in effect (month /year)

Achievements, Awards, and Publications

- List award, date and a brief description

OTHER RELEVANT VOLUNTEER OR WORK EXPERIENCE

List any other relevant work experience including part-time, internships, seasonal positions, and/or temporary employment and volunteer work and/or community service that may showcase any additional skills that you have acquired apart from your professional career.



Start with your most current and work backward.

The following **MUST** be included:

- Position and title
- Name of organization and location (city/state)
- Start and end date (MM/YYYY)
- Number of hours worked per week, or indicate if full or part time
- Brief description of duties, and identify your major roles, responsibilities and accomplishments

HELPFUL TIPS



Do

- Review the announcement and tailor your resume to the requirements of the position
- Ensure your name, address, email, and phone number are on the first page
- Write at the level that a non-subject matter expert could understand
- Use active voice
- Be specific
- Indicate Veteran's Preference claims and include documents (i.e. DD214; VA Letter)
- State your accomplishments honestly and don't be shy about describing the unique skills that set you apart and make you notably qualified for the position

Don't

- Repurpose a resume from another job application unless it is directly applicable
- Use acronyms and jargon
- Assume the reviewer will know what you did
- Include any photos or personal data outside of name and contact information
- Include classified information
- Forget to check for spelling and grammatical errors



Making your resume and profile searchable in USAJobs

Applicants are encouraged to make your resume searchable in your [USAJOBS.gov profile](https://www.usajobs.gov/profile). Although all CAPE applicants are required to apply directly through the [CAPE Careers website](https://www.ape-careers.com), making your resume searchable in USAJOBS will allow all Federal recruiting specialists and hiring managers to find your resume as part of agency recruitment campaigns or staffing searches.

CAPE SAMPLE RESUME

[This sample is by no means prescriptive but descriptive of what should be in the resume]

John Jones

1000 1st Street, SW Washington, DC

202-100-2000 - anemail@mail.com

Proven data driven problem solver with more than twelve years of experience in the military, private sector and Federal government. Expert team leader with demonstrated ability to build highly motivated and productive cross-functional teams to produce superior analytical results.

Professional Experience

Department of War, Pentagon, VA

June 2012-Present

Senior Operations Research Analyst, GS-1515-15, Full-Time

- Lead issue teams for special projects comprised of multi-disciplinary interagency partners and junior analysts. Distribute workload and ensure adherence to timelines to produce high value, high impact analytical products for senior Department leaders.
- Write issue papers for senior leadership on complex and often contentious issues in a clear and concise manner to inform high level decisions with far reaching impacts on the future of the military forces.
- Independently use operations research techniques, and develop or modify new ones in the absence of appropriate methods to provide sound quantitative results to inform decisions on the appropriate force mix to ensure readiness capabilities are adequate to meet current and future demands.
- Perform statistical analysis using SAS to determine to cost effectiveness of proposed billion dollar weapons systems, compare the results to existing systems and make recommendations based upon Service needs.

Large Corporation, Arlington Virginia

April 2009-June 2012

Senior Analyst, 40 hours per week

- Built a customized analytical model to investigate proposed budget changes and the impacts each proposal could have on Large Corporation in the next 10 years. Briefed results to senior executives which in turn used the findings to accept five proposals and reject seven. The model is now used to analyze all budget proposals.
- Utilized Structured Query Language (SQL)-based modeling software to improve forecasting of expenditures by 15%.
- Performed statistical analysis on data to identify trends in expenditures.

Military Experience

Headquarters United States Army, Pentagon, Virginia

April 2006-April 2009

Operations Research/Systems Analyst, O-4, Major

- Independently designed and implemented a training program for 25 O-4 Operations Research/Systems Analysts resulting in a reduction of error rates by 15%.
- Analyzed expenditure data on classified programs. Build data models to inform funding decisions by leadership.

Education

State University, Frederick, MD 2002-2004
Masters of Operations Research
Research Project: "Comparative Analysis of Financial Forecasting Methodologies"
Hughes Scholarship, 2001-2003

Big University, Lawton, OK 1998-2002
Bachelor of Science, Mathematics; Phi Beta Kappa

Awards

Office of the Secretary of Defense Award for Excellence, 2012: For career civilian employees who make significant contributions to the mission of the Joint Staff or activities receiving operational support from the Washington Headquarters and Human Resources Division to include a one-time project or detail assignment approximately six months in duration.

Outstanding Performance Rating, 2010, 2013, 2015, 2018.