

# RESUME GUIDE

**Instructions:** Please 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.

## 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 to be considered for the job. Since qualification is determined by having a specified period of time in a related position, 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 according to date, with the current job appearing first.
- Functional resumes are organized by the skills. *(Not recommended)*
- Combination resumes both describe work experience and highlight skills.

Be sure to include all relevant experience. Federal resumes tend to be longer than average, so do not leave out important details to try to fit your resume to one to two pages. Suggested maximum length is 5 pages; number the pages.

## Content

**Ensure your resume contains the following information:**

- **Professional work experience**

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

- Position and title
- Name of organization and location (city/state)
- Start and end date (MM/YYYY)
- Salary (per hour/month/year)
- Grade and Series for Federal positions
- Number of hours 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)
- Salary (base salary with locality, minus allowances)
- Veterans' Preference documentation, if claiming
- Clearly and specifically describe your primary duties  
Space here for consistency?
- **Education**
  - Degree and Major
  - College or University name and location
  - Dates attended
  - Honors or awards, if any
- **Certifications/Licenses**
  - Name of the certification
  - Organization that granted it and location (city/state)
  - Date(s) the certification is in effect (month /year)
- **Achievements/Awards/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)
- Salary (per hour/month/year)
- Part-time / internship / seasonal / temporary
- Supervisor (or HR rep who can verify employment) – name and phone number
- Brief description of duties, and identify your major roles, responsibilities and accomplishments

## Do

- Review the announcement and tailor your resume to the requirements of the position
- Ensure your Name, Address, and Phone Number is on every page
- Write at the level that a non-subject matter expert could understand
- Use active voice
- Be specific
- Indicate Veterans' Preference claims and include documents
- State your accomplishments honestly and don't be shy about describing the unique skills that set you apart and make you uniquely qualified for the position

## Don't

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

### Helpful Websites:

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

<http://gogovernment.org/how-to-apply/write-your-federal-resume/create-your-resume.php>

<https://hru.gov/Studio-Recruitment/tools/Resume-Writing-Handout.pdf>

## SAMPLE RESUME

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

### John Jones

1000 1<sup>st</sup> Street, SW Washington, DC  
202-100-2000 - [anemail@mail.com](mailto: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 and produce superior analytical results.

### Professional Experience

*Department of Defense, Pentagon, VA*

June 2012-Present

Senior Operations Research Analyst, GS-1515-15; \$143,774/yr, 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 used 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 on 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, \$120,000/yr, 40 hrs per week

- Built a customized analytical model 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; \$110,000/yr

- 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**

OSD Award for Excellence, 2012: For career civilian employees who make significant contributions to the mission of the JS or activities receiving operational support from the WHS, HRD, CSOO to include a one-time project or detail assignment approximately six months in duration.

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

Army Achievement Medal