

# The Federal Job RESUME



Resume Help for Individuals Applying for  
Federal Government Positions

Brought to you by Career Services  
The University of Toledo  
Student Union 1532  
419.530.4341  
[www.student-services.utoledo.edu/career](http://www.student-services.utoledo.edu/career)

Applying for a Federal Job can be very confusing and time-consuming. Agencies require a different type of resume than you may be used to writing, and often your resume must accompany forms that look overwhelmingly long and complicated.

## **THE RESUME**

You will be required to list more information on a resume submitted for a government job posting (called a vacancy announcement) than you may be used to providing on a resume. Listed below are the types of information you will most likely be asked to provide on your resume, in addition to specific information requested in each vacancy announcement.

### ***JOB INFORMATION:***

Announcement number, title, and grade(s) of the job for which you are applying

### ***PERSONAL INFORMATION:***

Social Security Number, country of citizenship, full name and mailing address with zip code, day and evening telephone numbers, veteran's preference, reinstatement eligibility (please attach a SF-50 showing your career conditional or career status), highest civilian grade held

### ***EDUCATION:***

High school attended (name, city, state, zip code and date of diploma or GED), colleges and universities attended (name, city, state, zip code, major(s), type and year of any degree received—if no degree, please show total credits earned and indicate whether the credits represent semester or quarter hours), send a copy of your college transcript if you are qualifying for the position based on education

### ***WORK EXPERIENCE:***

Please give the following information for your paid and non-paid work experience related to the position for which you are applying:

- Job title (Include series and grade if Federal Job)
- Duties and accomplishments
- Employer's name and address
- Supervisor's name and phone number
- Starting and ending dates (month and year)
- Hours per week
- Salary
- Indicate whether your current supervisor can be contacted

### **OTHER QUALIFICATIONS:**

Job-related training courses (title and year), job-related skills, certificates or licensures, job-related honors, awards and special accomplishments (give dates but do not send documents unless specifically requested)

The USA Jobs website (<http://www.usajobs.opm.gov/>) offers a great resume builder service for applying to government jobs. A tutorial guides you through collecting and formatting all the correct information, and the resume you create can be printed for your personal use and/or saved to their database. Once it is saved you can send it electronically to government openings advertised on the site. Your resume information is only shared with agencies at your request.

“RED, WHITE & BLUE JOBS, Finding a Great Job in the Federal Government,” an online publication sponsored by the Partnership for Public Service, is also a great resource for information on applying for federal jobs. Visit their website ([www.calltoserve.org](http://www.calltoserve.org)) and download the document to print, or view information on screen. This publication is offered as part of “A Call to Serve: Leaders in Education Allied for Public Service,” which is committed to educating individuals about the importance of a strong civil service force. You can also find a copy in our Career Information Center (Student Union 1532).

Please refer to the examples at the end of this handout to help you format your federal job resume.

## **SEARCHING FOR FEDERAL JOBS**

Don't know where to look for vacancy announcements for federal jobs? Use one of the web databases below. Many federal agencies post on these sites, and some sites even offer job matching services with automated email announcements sent each time your qualifications match a vacancy announcement's requirements.

[www.jobsfed.com](http://www.jobsfed.com)

<http://www.federaljobszone.com/>

<http://www.federaljobsearch.com/default.asp?src=gotofed>

<http://www.fedjobs.com/>

<http://www.govtjobs.com/>

<http://www.usajobs.opm.gov/>

<http://www.pse-net.com/>

<http://safetynet.doleta.gov/opportun.htm>

**Melinda B. Robertson**  
mrobert@email.net

**Local Address:**  
4444 East Medallion #4  
Toledo, OH 43606  
(419) 111-1111

**Permanent Address:**  
333 Liberty Lane  
Solon, OH 44139  
(440) 222-2222

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**Social Security Number:** 000-00-0000  
**Country of Citizenship:** United States of America  
**Veteran's Preference:** No  
**Highest Grade:** None  
**Contact Last Supervisor:** Yes

**OBJECTIVE:**

Pursuing career opportunities within the federal government, specifically within the Department of Veterans Affairs. I possess knowledge of public and institutional administration, interpretive and analytical skills, and abilities such as good communication, effective teamwork skills, and organizational ability that will help to serve the veterans of today.

**WORK EXPERIENCE:**

**D & D Flying Club, Inc.**  
**34000 Amelia Earhart Pkwy., Area D**  
**Richmond Hts., OH 44143**

**Dates Employed: 05/2001-08/2001**  
**Pay Rate: \$6.00/hr.**  
**Hours per Week: 40**

Office Assistant Intern  
Computer data entry; Collected member dues and bills for weekly deposit;  
Computed payroll for employees; Assisted in completing monthly billing  
statements; Provided customer service and developed positive customer relations.  
(Supervisor's Name: Jennifer Gould. Phone: 216-555-5555.)

**Beauty Essentials, Inc.**  
**37777 Peachtree St.**  
**Solon, OH 44139**

**Dates Employed: Summer 1998, 1999, 2000**  
**Pay Rate: \$10.10**  
**Hours per Week: 40**

Assembler  
Assembled products on a production line to be shipped to customers; Expanded  
knowledge of the production process; Worked as a team member to meet  
deadlines. (Supervisor's Name: Marvin Luscius. Phone: 440-888-8888.)

**EDUCATION:**

Bachelor of Business Administration, University of Toledo, Toledo, OH 43606  
Expected Graduation Date: May 2002  
Major: Organizational Development and Management  
GPA: 3.13 out of 4.00

**JOB-RELATED SKILLS:**

Knowledge of Microsoft Word, Power Point, and Excel; Good organizational skills; Goal-setting and meeting deadlines; Multi-task oriented; Moderate level of German language comprehension and speaking skills.

**JOB-RELATED CERTIFICATES AND LICENSES:**

Driver's License, State of Ohio, Expires December 2003

**JOB-RELATED HONORS, AWARDS, MEMBERSHIPS, ETC.:**

Mortarboard National Honor Society 2001-present

German Club 1999-present

Pi Sigma Epsilon Honor Society 1998-present

Alpha Phi Omega Service Fraternity 1998-present

- President 2001-present
- Vice President of Pledging 2000-2001
- Fundraising Chair 1999-2000

Circle K International 1998-2001

Community Service: Martha's Kitchen, Bowling Green Pregnancy Center, Local Food Pantry, Toledo Veterans Outpatient Clinic, and St. Thomas Moore Soup Kitchen

## **SUPPLEMENTAL INFORMATION**

### **QUALIFICATION FACTORS FOR THE POSITION OF VETERANS SERVICE REPRESENTATIVE**

#### **1. Ability to interpret and analyze material and make well-justified decisions from the analysis.**

Through my studies at the University of Toledo (UT), I have taken numerous classes which required me to interpret and analyze material in order to perform well on projects and exams. For example, writing research papers entails the ability to gather the necessary information needed and from that information, draw conclusions based on the information collected. I have also analyzed and interpreted material completing company case projects in my business classes. This involved selecting particular companies and researching their annual reports, financial reports, and doing stock analysis to compile a report detailing how they are performing and determining their future outlook.

#### **2. Skill in writing that reflects organization of subject matter and support for your positions and conclusions.**

At the UT, every student is required to take and pass English Composition II. The intent of this class is to make sure that each student has the necessary writing skills in order to perform at a satisfactory level throughout their college years. It is required to do several different kinds of essays ranging from position papers to research papers to group project papers. For example, my freshman year when I took this class, I did a report detailing Post Traumatic Stress Disorder among Vietnam War veterans. Discussed in the report is a description of PTSD, how veterans cope with the disorder, the effects of PTSD, treatments available for PTSD, and a summary of research currently underway for new treatments. On all of the essays required for the class, I received a grade of A, and an overall grade of A for the class. If necessary, I can produce the professor's remarks for passage and a writing sample.

#### **3. Ability to effectively communicate orally.**

Another class at UT that I completed was Communication Principles and Practices. The intent of this class is to prepare students to be able to speak in a clear and effective manner. This class requires students to give a number of speeches ranging from taking a position on a topic to trying to convince others to do something. I received an A in this class.

My position as President in Alpha Phi Omega has also developed my abilities to communicate orally. As President, I lead organization meetings and also executive board meetings in which I must convey information to other members and to our advisors. An example of this is my position on the Nominating Committee. On the committee, the advisors and senior members discuss which people would be plausible candidates for

office positions for the next year. Through discussion, arguments are made as to why one person should be in a certain position, which might take convincing the other members of the committee.

#### **4. Ability to effectively work with others in a team environment.**

In many instances I have had the opportunity to work in a team environment. One instance is through class working on group projects with other classmates. It was necessary to know how to plan, organize meetings, budget time, and make sure everything is well prepared for a presentation. For example, in my Human Resource Management class, I performed the behind the scenes work for the group by interviewing human resource managers on certain types of performance appraisals and making slides for the presentation.

Another instance is through working on the executive board for Alpha Phi Omega. Together with the other officers, it is necessary to make decisions, plan events, and make sure that each facet of the club (programming, pledging, fundraising, etc.) runs smoothly.

In my position as an assembler at Beauty Essentials, it was necessary for everyone to work together in order to complete tasks. If one worker got behind, it was necessary for others to assist in order to stay on schedule. In my position as an Office Intern at D&D Flying Club, I worked closely with the executive assistant in preparing billing statements, making deposits, and handling customer relations. These work experiences have contributed greatly to my ability to be a team player.

#### **5. Ability to determine priorities and successfully balance conflicting demands.**

As a college student, there are always many things to juggle. Being the President of Alpha Phi Omega is a fulfilling position, but also quite time-consuming. It is necessary to have good time-management skills and be well organized in order to not fall behind on schoolwork and projects. To help keep schedules straight, it is important for me to plan in advance and make daily 'to do' lists to help me accomplish tasks. Tasks of higher priority are placed higher on my list. Also, a list of personal long-term goals that are important to me are always on my desk where they are visible so I am reminded of them.

Mark Shenandoah  
24 Any Street  
Hometown, OH 44444

(419) 123-4567 (home)  
(419) 890-1234 (work)

**OBJECTIVE:**

Position responsible for course development and training in a medium-sized organization.

**EXPERIENCE:**

Curriculum Developer, \$35,000/year 3/90-Present

ABCD Company, Inc., Some City, OH

Wrote training preparation guidelines for conducting training programs. Developed and taught courses on project management for programmers, designing effective presentation materials and using Aldus Persuasion for technical presentations. Developed and conducted Total Quality Management classes including Introduction to Total Quality Management, Statistical Process Control, Reward and Recognition in the 90's and How to Apply for the Malcolm Baldrige Award.

Software Project Leader, \$22,000/year 7/84-1/87

Harris and Harris Corporation, Anywhere, OH

Enhanced mainframe operating system to set job-printing priority on pages and priority. Provided mainframe operating system failure analysis from memory dumps. Implemented remote batch communications handler in assembly language in a one month period to meet contractual obligations with customer. Provided graphics and system software support for an IC layout and verification system on Apollo, Sun and DEC Ultrix systems.

**EDUCATION:**

The University of Toledo, Toledo, OH

Bachelor of Science in Computer Science, December, 1981

Course Work: Total Quality Management, PDCA, Public Speaking, Education, Grammar for Publications, Desktop Publishing in Corporate America and Course Development Strategies

**SKILLS:**

## Hardware

Macintosh, IBM PC and PC clones, Sun Microsystems and Apollo workstations

## Software

Microsoft Excel, Aldus PageMaker, Aldus Persuasion, MacDraw Pro, Lotus 1-2-3 and dBase III.

## Languages

Fluent in Spanish

**CERTIFICATIONS:**

C.I.S.A.

Certified teacher of: Microsoft Excel, Lotus 1-2-3 and dBase III

**PROFESSIONAL ORGANIZATIONS:**

IEEE

American Society of Teachers and Women in Business

## MORE FEDERAL RESUME TIPS

Length: Four to five pages is common because you need to include information that you would not normally provide on a resume.

Include all information about previous military service and veteran's status – be specific.

Make sure that the resume information is in reverse chronological order (the most recent first).

Print only on one side of the paper you choose, and include page numbers.

Never staple the pages together – use a paper clip.

Use a clearly readable font (Helvetica, Arial, Optima, Times, Palatino, New Century Schoolbook), at least 12 point.

Avoid using shadow or reverse type (white letters on black background). If you know that your resume will be scanned, avoid italics, underline, bold and bullets.

Do not submit a reference page, copies of certificates, transcripts, or other documents unless specifically requested.

Use concrete, descriptive statements. For example, use “managed and trained a team of 5 customer service representatives” instead of “responsible for managing and training several customer service employees.”

Please include information about equipment you can use that relates to the job. For example, say “Proficient with IBM 486, IBM 3090, and Macintosh.”

For each job listed on your resume, include position title, dates of employment (month/year beginning and ending), employer name, employer address, salary, significant duties performed.