



# Tips for Writing a Federal Resume



## Resume Format Do's & Don'ts

### DO's:

- › Customize resume for a specific job vacancy announcement. Use key words and phrases from the job vacancy announcement, as appropriate.
- › List work experience in reverse chronological order, with current job first, followed by the prior positions held.
- › Include relevant work experience (approximately 10 years).
- › Recommended number of pages: 3-5 pages.  
Recommended font/size: Times New Roman, Arial, or Calibri/Size 10-12.
- › Use paragraphs or bullets to separate items with clear and concise statements written in first person. Spell out acronyms on first use. Use spelling/grammar check.
- › Begin statements describing experience with an action verb.
- › Describe experience using context, challenge, action, and results format (CCAR) describing improved service, increased efficiency, productivity or savings (i.e., Saved \$125,000 on the overall project through 30% decrease of staff allocation time).
- › If current or prior federal service, resume must include pay plan, series, grade (i.e., GS-0301-09).
- › Resume must contain start/end or present dates of employment (MM/YYYY).
- › Upload any supporting documentation to determine eligibility and/or qualification of the position (i.e., transcripts, required certifications, Veterans' Preference Letter, Schedule A letter, DD-214, SF-50, etc.).

### DONT's:

- › Don't include personal information (age, social security number, gender, religion, race, disability, etc.), or other inappropriate material or content in resume.
- › Don't be vague - Instead emphasize nouns and verbs and provide concrete statements of your accomplishments in the correct tense for past or present positions.
- › Don't be wordy - Instead keep paragraphs short. Do not use graphics, italics, underline, shadows, or reverses (white letters on black background), and do not type your information in all CAPITAL LETTERS.

## Resume Content

The following information is recommended to be included on your resume when applying for Federal positions:

### Header

- › Legal Full Name
- › Address or City/State
- › Email Address
- › Phone Number
- › Preference Eligibilities (i.e., Veterans' Preference, Schedule A, Military Spouse, etc.)
- › Federal Employee Status (i.e., Current Federal employee, Former Federal employee, or Reinstatement)

#### Kelly Williams Stone

12345 Main Street  
Reston, VA 22172  
571-555-5712

#### Career Summary

US Citizen, Federal Employee, Highest Grade Level: GS-14  
Veterans Preference: 10 points, 30% or more, VRA, VEOA

## Work Experience

- › Employer Name with City/ State
- › Job Title, Series, Grade (Federal), Rank (Military)
- › Start and end dates of employment – Month/Year (MM/YYYY)
- › Number of hours worked per week
- › Supervisor's name and phone number
- › May we contact your current supervisor? (Yes, No, Contact Me First)
- › Duties and Accomplishments

**United States Army**  
**Riverside, California US**  
**05/2016 - Present**  
**Hours per week: 40**  
**Series: 0301 Pay Plan: GS Grade: 012**  
**Recruiter**

Supervised the planning and implementation of prospecting efforts towards lead generation. Oversaw interviewing screening and processing of potential applicants for enlistment. Presented Army career.....

## Volunteer Experience

Volunteer experience may be included in a separate section or listed with work experience, if relevant to the competencies in your current career path.

## Education

List educational degrees in reverse chronological order.

- › School Name, City/State, Country
- › Degree Attained or Pursuing/Major
- › Completion Date or Expected Date of Completion
- › GPA - Overall or Major
- › Total Credits (if not completed)
- › Honors

### Education

University of Maryland  
College Park, Maryland USA  
Bachelor's Degree -12/1998  
175 Semester Hours

Major: Human Resources Management  
GPA: 3.66 out of 4.00  
Honors: magna cum laude

## Foreign Education

Education completed in foreign colleges or universities may be used to meet the requirements. You must show proof the education credentials have been deemed to be at least equivalent to that gained in a conventional U.S. education program. It is your responsibility to submit such evidence with your application.

### Who can perform Foreign Education evaluations?

[National Association of Credential Evaluation Services \(NACES\)](#)

[World Education Services \(WES\)](#)

[GEO Credential Services](#)

## Training & Certifications

Include any job-related training and/or certifications (if applicable). Add certifications relevant to the position applying (i.e., project management certifications (PMP), Certified Public Accountant (CPA), or Information Technology (IT) certifications).

### Certifications

Certified Accounts Payable Professional  
*Financial Professionals Association | October 2021*

Certified Bookkeeper  
*Bookkeepers Association | December 2018*

## References

Provide 2-3 professional references on your resume with job title and contact information, or state "References available upon request" at the bottom of resume.

### Professional References

#### Reference Name #1

Position Title  
Company Name  
(xxx) xxx-xxxx  
reference.email@gmail.com  
Relationship to Reference

#### Reference Name #1

Position Title  
Company Name  
(xxx) xxx-xxxx  
reference.email@gmail.com  
Relationship to Reference

#### Reference Name #3

Position Title  
Company Name  
(xxx) xxx-xxxx  
reference.email@gmail.com  
Relationship to Reference