

**CREATING A
FEDERAL
GOVERNMENT
RESUME**

FEDERAL RESUME

What is a Federal Government Resume?

- A detailed document required to apply to federal job, between 1-6 pages long.
- It is different from private sector resumes in format and content AND **MATCHES THE ANNOUNCEMENT.**
- Highlights specific qualifications and experiences relevant to federal job postings.

PRIVATE VS FEDERAL

- Private Industry Resume is **too short and not enough information.**
- **Bulleated resume is not a format usually accepted,** it does not provide enough details on your actual skills.
- **Big block resume,** it may be impossible to read and does not contain information for the job
- **Functional resume lists only most recent employment .**

JOB ANNOUNCEMENT

- Understanding and Reading the Job Announcement
 - Carefully **review** the job announcement ([USAJOBS.GOV](https://www.usajobs.gov))
 - **Note the key requirements, qualifications and keywords.**
 - Understand the KSAs (**KNOWLEDGE, SKILLS and ABILITIES**) required.

KEY COMPONENTS

- PERSONAL INFORMATION
 - FULL NAME, PHONE NUMBER, & EMAIL
- OBJECTIVE SUMMARY
 - Brief statement **highlighting** your **career goals** and how they **align with the job**.

KEY COMPONENTS CONT'D

- **WORK EXPERIENCE (S.T.A.R. METHOD)**
 - **Detailed descriptions** of **your** job duties, accomplishments and skills.

Situation

Task

Action

Result

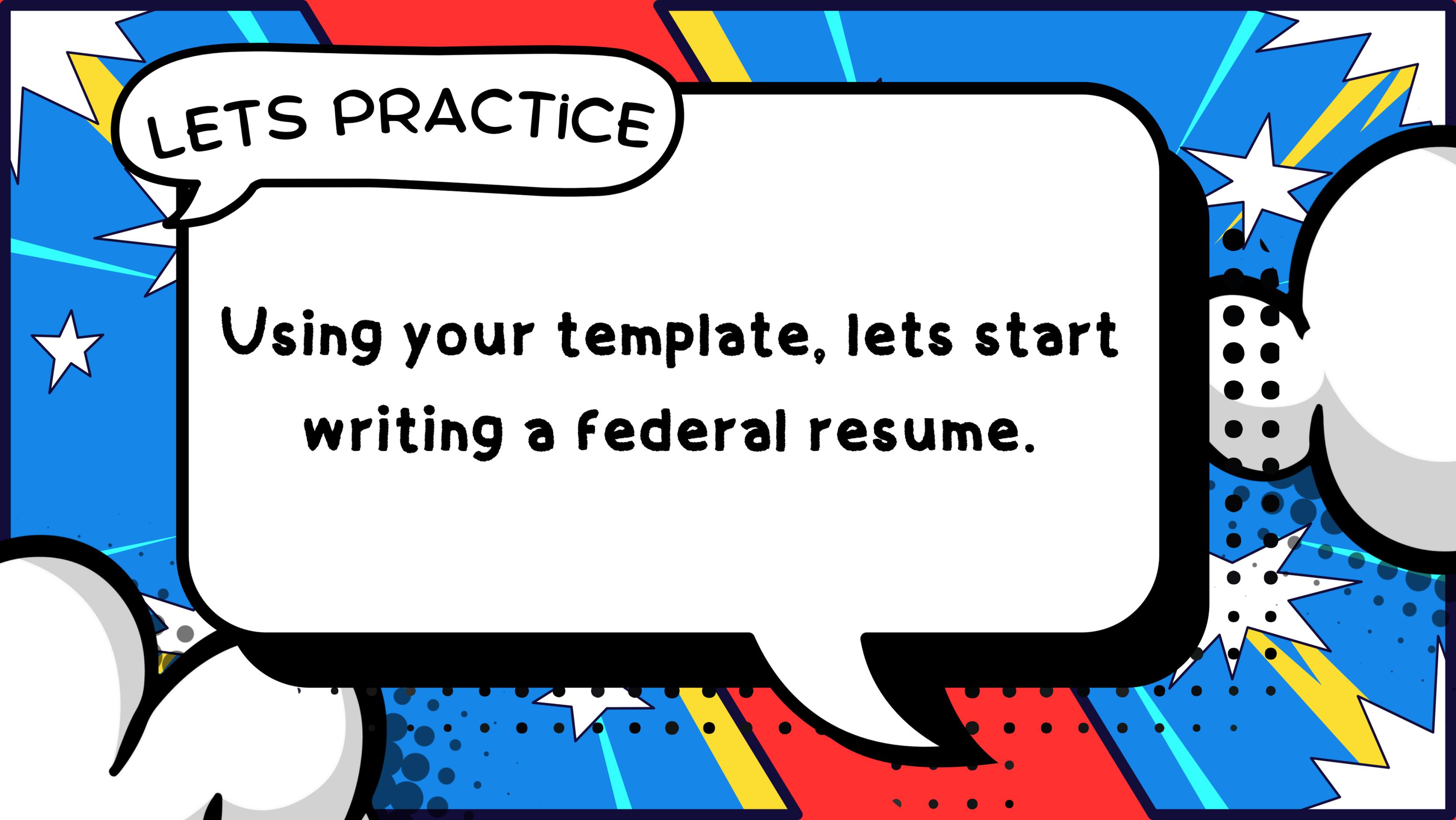
KEY COMPONENTS CONT'D

- **EDUCATION**

- Schools attended, degrees earned, and graduation dates. **(Month/Year)**

- **ADDITIONAL INFORMATION**

- **Relevant** certifications, trainings, volunteer work, and language skills



LETS PRACTICE

**Using your template, lets start
writing a federal resume.**

PERSONAL INFORMATION

WRITING PERSONAL INFORMATION

- Full Name
- Address, City, State, Zip code
- Email

WORK EXPERIENCE

WRITING WORK EXPERIENCE

- Title
- Employer Name
- Location: ADDRESS, CITY, STATE
- Supervisor Name
- Contact Number

WORK EXPERIENCE

WORK EXPERIENCE

Math Tutor

THINK TANK, University of Arizona, Tucson, AZ

Supervisor: Megan Gerrish, 520-621-2588

Permission to contact: Yes

January 2021 - Present

Hours per week: 12

Pay/Salary: \$13.00/hr

~~Provide 1:1 tutoring and lead group review sessions~~ for groups of 10-15 undergraduate students to support academic success for math courses in College Algebra, Calculus I, and Business Math.

- Obtained Level 1 and Advanced Level 2 Tutor Certifications from the College Ready and Learning Association (CRLA)
- Co-developed new fee-based Exam Prep session for Business Math
- Collaborated with team of 11 math tutors to create semester schedule to accommodate 120+ weekly drop-in appointments

WORK EXP. CONT'D

- **When writing your work experience, make sure to include the following:**
 - **Date of employment**
 - **Example:**
 - **2/2022 – 2/2024 or**
 - **February 2022 – February 2024**

WORK EXP. CONT'D

- Write if it is Salary or Hourly Pay
- Hours worked per week:
 - Full Time (40 Hours)
 - Part Time (Estimate the set hours p/week)
 - ✓ 34 HOURS
 - ✗ 30-35 HOURS

WORK EXP. CONT'D

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WORK EXP. CONT'D

When writing your work experience, you can use the STAR method:

- **Situation:** Describe the context or background of the situation
- **Task:** Describe the task you were given or the goal you were trying to achieve
- **Action:** Describe the actions you took to complete the task or achieve the goal
- **Result:** Describe the outcome of your actions and what you learned from the experience

Using the STAR method helps you: **STRUCTURE RESPONSES**

WORK EXP. CONT'D

Helpful Notes:

- **I RULES:** DONT USE THE "I" to start every sentence.
 - Ex: I supervised a team of 10+ employee's
- **Be Consistent with Verb Tenses: Present or Past.**
- **Words to Avoid:** Responsible for; Duties include; Helped with; Worked with; Serve As; etc
- **Powerful Words:** Assemble, Create, Deploy, Draft, Exercise, Demonstrated, Expert, etc.
- **Edits:** Keep your resume in a 12 -14 In. Font, Times New Roman or Arial

Check out the copies
provided

CONCLUSION

Questions?



THANK YOU