

\*Template/Guide – Federal Resume\*

**NAME**

Home Address

Phone Number | Email Address

Federal Employment Status: *(If applicable)* [Position Title], [GS Level]

Veterans Preference Status: *(If applicable)*

Clearance: *(if applicable)*

Citizenship: United States

Availability: (i.e. Full-Time, Permanent, Term, Recent Graduate)

Desired Locations: *(i.e. United States: Washington, DC, Cleveland, OH, Boston, MA)*

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**WORK EXPERIENCE** *(List in reverse chronological order)*

<b>Title</b>	Dates of Employment (Month and Year)
<i>Organization name, Address, City, State Zip Code</i>	<i>Salary: (optional)</i>
<i>Supervisor (optional): Name, Phone, may/ may not contact</i>	<i>Hours Worked Per Week: XX</i>

Create at least three short paragraphs for each position listed and arrange your major accomplishments around skill sets in order to illustrate your proficiency for each required qualification listed in the job announcement.

Focus on the “requirements,” “skills” or “qualifications” sections of job ads, and look for “buzzwords” and desirable credentials for your resume. Note: Bullets and any formatting items will not translate well into the USAJobs resume builder. Use CAPITAL LETTERS to emphasize key words

List specific accomplishments, using quantifiable information such as percentages and dollar amounts if appropriate to demonstrate results. See example from USAJobs.gov below.

<b>Title</b>	Dates of Employment (Month and Year)
<i>Organization name, Address, City, State Zip Code</i>	<i>Salary: (optional)</i>
<i>Supervisor (optional): Name, Phone, may/ may not contact</i>	<i>Hours Worked Per Week: XX</i>

Led and SUPERVISED a security team comprised of 26 employees across 5 multi-million dollar commercial and transportation projects. Under my direction our team reduced internal thefts by 50 percent. Applied LOSS PREVENTION techniques and investigated external theft incidents with procured vendors, resulting in legal action and leading to \$1.5 million in cost-savings. Strategically assessed and recommended surveillance technology for critical areas. ESTABLISHED POLICIES for tracking and reporting missing inventory with CDC Accounting.

Reviewed over 15 requests for BACKGROUND INVESTIGATIONS weekly; forwarded them to the proper investigative authority. Served as the trusted liaison to transmit guidance from the Chief, Disaster Security Operations Branch to team members to ensure safety and protection during OPERATIONAL ACTIVITIES. Maintained an organized filing system of over 2.5 million field

Security Reports. Developed monthly and annual statistical information, which were used to enhance the 5 FEMA security programs. Tested the operational readiness of the new Security ID Badging and Alarm systems.

**EDUCATION** (*List in reverse chronological order*) [Note: If recent grad with no relevant work experience consider listing the education section before the work history section so that you are leading with your strongest information]

**Graduate Institution**, City, State Month and year of graduation  
Degree and Major (i.e. Master of Science, Management)  
*Concentration*: (if applicable)  
Credits Earned: (optional, however recommended for current students)  
GPA (*optional*) (if 3.5/4.0 or higher):  
Optional: List relevant coursework, thesis, practicum information

**Undergraduate Institution**, City, State Month and year of graduation  
Degree and Major (i.e. Bachelor of Science, Accounting)  
*Concentration*: (if applicable); *Minor*: (if applicable)  
Credits Earned: (optional, however recommended for current students)  
GPA (if 3.5/4.0 or higher):  
Optional: List academic honors, scholarships, relevant coursework, academic projects, study abroad

**JOB RELATED TRAINING** (*List in reverse chronological order*)

**Name of Certification/Training** Month and year of completion  
*Institution Name*, City, State  
*List all degrees first, followed by certifications/trainings in reverse chronological order*

### PROFESSIONAL AFFILIATIONS

**Organization name**, City, State Dates of Participation (Month and Year)  
*Title* (if applicable)

List specific contributions and accomplishments relevant to the desired position (if applicable).

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### ADDITIONAL INFORMATION

Note: Add other sections of relevant information as necessary: could include Language Skills, technical/computer skills, Professional Publications, job-related honors, awards, leadership activities, skills (such as computer software proficiency or typing speed) or any other information requested by a specific job announcement.

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### REFERENCES

[Name](\*) [*Use an asterisk to indicate that it is a professional reference*]

[Employer]

[Title]

[Phone]

[Email]

(\*) Indicates professional reference