



FEDERAL RESUME CHECKLIST

wm.edu/career

Federal Career Opportunities

- Most federal agencies (executive branch) will advertise their competitive civil service vacancies on www.usajobs.gov
- USAJOBS is an online database that enables job seekers to search for positions by location, job category or agency
- If you are interested in a specific agency, and you aren't able to locate job announcements for that agency on USAJOBS, you should visit the agency's website
- Note – if you are looking to apply to non-Federal positions, look at our Resume handout for accurate information

Format

- Length of your resume should be multiple pages (2 or more pages)
- Use a chronological format (experiences should be listed in reverse chronological order, starting with your most recent experience first and your oldest experience last)
- Optimal font is Times New Roman, Arial, Verdana or Calibri (Body), maintain consistency throughout
- Use no more than 3 font *sizes*; minimum font size is 10, maximum is 14 (for headers and your name)
- Spacing and margins should be consistent throughout the resume; 1" margins are recommended all around
- Use bolding, italics, and underlining sparingly to visually organize information
- Balance your resume with the use of both paragraphs and bullets to describe your experience and accomplishments
- All sections/categories should be clearly labeled with a heading, use sub headings as needed
- Save as pdf file with first and last name included in the file name
- Use the **Resume Builder** on USAJOBS if building your federal resume for the first time; it will automatically format your information

Describe Your Experience (At a minimum, your resume should include)

- Personal Information* – Your full name, mailing address with zip code, phone number, email address, country of citizenship, and eligibility for veteran's preference, if applicable. [Veteran's preference](#) gives eligible veterans preference who are discharged or released from active military under honorable conditions. For additional information visit: <https://www.fedshirevets.gov/>
- Education* – Schools attended, name of degree(s) and minors (if applicable), date degree(s) were conferred and GPAs (if over a 3.0), provide total # of credits earned, relevant coursework, study abroad experience(s), academic accomplishments & awards, capstone project, etc.
- Experience* – Required: Employer's name & physical address, hours per week, rate of pay, start and end dates of employment (list as month & year), former supervisor(s) names and telephone numbers (indicate "permission to contact", "do not contact", or "contact me first"), job title(s); add subheadings to organize experience: "Key Skills," "Responsibilities/Duties," & "Accomplishments" for each position
- Additional Headings (Optional)* – "Relevant Experience," "Research Experience," "Leadership & Service Experience," "Additional Languages" (include proficiency level for Spoken, Written, and Read), "Classroom Projects," "Memberships," "Publications," "Presentations," etc.
- References* – List names, titles, name of organization, phone numbers, emails, and type (Professional, Personal, or Academic)
- Other Qualifications* – Job-related training courses, skills, certificates, honors, awards, professional certifications, and special accomplishments

Show Your Qualifications

- Your resume should reflect the knowledge, experience, and education required of the position for which you are applying
- Review the "Requirements" & "How You will be Evaluated" tabs in the job announcement carefully to ensure that you fully understand how your application will be evaluated. Click on and read through all hyperlinks.

- Use the “Occupational Questionnaire” or “Vacancy Questions,” found in the job announcement to find relevant keywords to tailor your resume to specific internship or job requirements
- Remember: If your resume does not specifically and clearly show that you possess the required experience/competencies, credit cannot be given which may result in your application no longer being considered

Accomplishments

- Highlight accomplishments that prove you can perform the tasks at the level required for the job as stated in the job announcement
- Quantify your accomplishments whenever possible, using numbers, percentages, dollar amounts, and other data points to illustrate success; You may be able to find this information in things like previous job descriptions and performance reviews, awards, and letters of recommendations
- When explaining your accomplishments:
 - Include examples of who was impacted, what was changed or improved, what the cost savings were, did you exceed expectations, did you receive an award or recognition, etc.

Writing Style

- Avoid using pronouns (I, me, my, we, etc.); the reader knows you are referring to yourself
- Avoid using “Responsible for” and “Duties include” – rather start statements with a dynamic action verb(s)
 - See our [Active Verb List](#) handout for over 200 verbs listed by skill demonstrated
- Must be free of spelling and grammatical errors
- Have resume proofread by at least one other person; Come to Quick Advising or schedule an appointment with a Career Advisor
- Use plain language-avoid using acronyms and terms that are not easily understood by the general public

Example Sections below:

To find our full Federal Resume sample, [click here](#)

EDUCATION

William & Mary, Williamsburg, VA

May 2022

Bachelor of Arts in History

Relevant Coursework: Nonprofit Organization, Topics in Civil Rights, History & Statecraft: Great Power Diplomacy, 1648-1949, Race, Class, and Gender in British Empire, Antebellum America

- 141 credit hours, 3.63 GPA
- Accomplishments & Awards: James Monroe Scholarship, Tyler Award for a Rising Senior, Tyler Summer Research Grant, Phi Alpha Theta Honor Society, Peggy Grant Scholarship
- Capstone Seminar: The negotiation of race, gender, class, and nationalism in Antebellum songster books, 1830-1860

RELATED EXPERIENCE

Office of Community Engagement

Dates: 6/2021 – 8/2021

William & Mary

Salary: \$12/hr

262 Richmond Road

Hours per week: 10

Williamsburg, VA 23187

Position: Student Intern

Supervisor: Elizabeth Miller, (757) 221-4000 (permission to contact)

Key Skills: Student Management, Record-Keeping, Ensuring Compliance and Background Checks, Event Organizing, Communication, Collaboration

Responsibilities: Developed and assessed internships and fund-raising projects. Managed community service logistics. Communicated with Advisory Board. Supervised, trained and advised student leaders. Ensured that students fulfilled academic requirements. Maintained and built community service partnerships. Supported faculty and student programming. Coordinated Alumni Board and alumni outreach initiatives.

Select Accomplishments:

- Coordinated new community service initiatives and matched undergraduates with long-term partnerships
- Created a record keeping system on Google Drive



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