



# FEDERAL RESUME CHECKLIST

[wm.edu/career](http://wm.edu/career)

## General Information

- ☐ Most federal agencies (executive branch) will advertise their competitive and excepted civil service vacancies on [www.usajobs.gov](http://www.usajobs.gov)
- ☐ Federal Resumes must be 2-pages or less, **if over two pages your resume will be marked ineligible for consideration**
- ☐ Read the job announcement carefully for additional resume details and/or required documents
- ☐ On your resume, start with your experience sections, the education section can be listed near the bottom

## At a minimum, your federal resume must include

- ☐ *Personal Information* – Your name, phone number, & email address
- ☐ *Education* – School(s) attended, name of degree(s) and minors (if applicable), date degree(s) were conferred and GPA *optional*: relevant coursework, study abroad experience(s)
- ☐ *Experience* – Job title, employer name, the number of hours you worked per week, start & end dates (format: 01/20XX – 12/20XX)
- ☐ Job Series and grade for current/previous federal jobs/internships only, if applicable
- ☐ See “Describe your Experience” for tips on how you can best highlight your experience

## Optional:

- ☐ Additional Sections: research experience, leadership experience, additional experience, project experience, volunteer experience, job-related training, skills or language proficiency
- ☐ *References* – List names, titles, name of organization, phone numbers, emails, and type (professional, personal)

## Describe Your Experience

- ☐ Use plain language (no jargon or acronyms). Show your level of responsibility with specific, quantified examples (e.g., “analyzed 250+ survey responses,” “produced three research briefs,” “presented findings to 100+ attendees”). Indicate scope of work—such as leading projects, supervising staff, team size, meeting frequency, or level of independence
- ☐ Tie your tasks to outcomes – i.e. improved processes, informed decision making, shaped policy, enhanced understanding, strengthen research design, etc.
- ☐ Mirror key words and required skills or knowledge found in the job announcement
- ☐ Click on and read through all hyperlinks found in the job announcement
- ☐ Remember: If your resume does not specifically and clearly show that you possess the required experience/skills, credit cannot be given which may result in your ineligible for further consideration

## 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
- ☐ Your resume must be free of spelling and grammatical errors
- ☐ Have your resume proofread by at least one other person such as the career center or faculty member

## USAJOBS Tips

- ☐ **Make your resume searchable:** This allows federal recruiters to find you for job openings or events—including opportunities not posted on USAJOBS. Your resume remains searchable for 12 months, unless removed sooner
- ☐ **Create or update your USAJOBS profile:** If you use the Resume Builder, information in your profile will automatically populate your resume builder on USAJOBS
- ☐ **USAJOBS Dashboard:** Track your application status and access saved job announcements by starring them.
- ☐ **Create Saved Searches:** Set custom searches by location, hiring path, agency, or job type and receive email alerts at your chosen frequency. You can create unlimited saved searches
- ☐ **Resumes:** Upload or build up to five resumes; only one can be set as searchable
- ☐ **Other Documents:** Upload up to 10 supporting documents, such as cover letters or college transcripts

This is a sample federal resume. Resumes should be tailored for a specific position. Content and organization will vary based on your experience. Your resume can be up to two pages, if over two pages it will be marked ineligible for consideration

## Rebecca Greengold

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### RELATED EXPERIENCE

**Research Fellow, Nuke Lab**, Global Research Institute, William & Mary (15hrs per week) 05/20XX – Present

- Served as lead researcher on a multi-month project analyzing anti-satellite (ASAT) weapons and space security threats, independently conducting comprehensive literature reviews across 50+ scientific, historical, intelligence, and policy sources; authored a 15-page analytical research primer used to inform internal departmental briefings and enhance understanding of emerging national security risks
- Translated complex technical and quantitative findings into three evidence-based policy recommendations for the U.S. Department of Defense, producing an integrated policy memo, research brief, and public-facing op-ed; directly supported informed decision-making on ASAT proliferation and contributed to clearer alignment between technical analysis and strategic policy considerations
- Coordinated and led a three-person interdisciplinary research team composed of physics and international relations analysts, independently managing project scope, timelines, deliverables, and weekly research meetings; synthesized qualitative and quantitative inputs using STATA, SPSS, and R to deliver a comprehensive, data-driven assessment ahead of schedule, strengthening research design and analytical rigor
- Delivered formal research presentations to 100+ attendees at the William & Mary Undergraduate Research Symposium and the Global Research Institute Open House, distilling highly technical space security concepts into accessible, mission-relevant insights for both general audiences and subject-matter experts, enhancing institutional visibility and stakeholder engagement

**Student Workforce Trainee** (GS-4, 0099 – General Student Trainee) 09/20XX – 12/20XX

*Federal Bureau of Investigation*, Norfolk Field Office, Chesapeake, VA (40hrs per week)

- Conducted research and drafted two public-facing intelligence-informed articles on elder fraud and child sextortion, synthesizing input from agents, analysts, and victim assistance staff; articles were published by the FBI field office and disseminated to the local community, reaching thousands of residents and strengthening public awareness, prevention efforts, and community trust
- Supported the Human Resources Division in planning and executing the “Future Agents in Training” community outreach program, supervising and mentoring a cohort of approximately 20 high school students over multiple sessions; independently coordinated daily activities, ensured safety compliance, and facilitated discussions that increased participant understanding of federal law enforcement careers and civic responsibility
- Moderated a multi-agency panel discussion with senior leadership, representatives from state, local, and federal law enforcement agencies, and FBI personnel; prepared briefing materials, developed discussion questions, managed event logistics, and facilitated dialogue among 10+ senior officials, strengthening interagency collaboration and public engagement

### LEADERSHIP EXPERIENCE

**Teaching Assistant**, *Department of German Studies*, William & Mary (5hrs per week) 09/20XX – 05/20XX

- Facilitated weekly German lessons for undergraduate students, teaching vocabulary, grammar, and cultural concepts to support language acquisition and comprehension
- Planned and created lesson materials and worksheets, reinforcing linguistic structures through practice exercises and contextual application, while addressing common learner errors and nuances of formal vs. colloquial German
- Led individual and group tutoring sessions, providing targeted guidance on speaking, writing, listening, and reading skills, and communicating regularly with students regarding course expectations and progress
- Promoted an inclusive and supportive learning environment, demonstrating emotional intelligence and encouraging students to engage actively, make mistakes, and learn from challenges

### EDUCATION

**William & Mary**, Williamsburg, VA

Exp: 05/20XX

Bachelor of Arts, *Government*, GPA: 3.63

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

### SKILLS

Grant Writing, Archival Research, Community Outreach, Collaboration, Public Speaking, SPSS, Stata  
Microsoft Office, Leadership, Communication & Marketing, Planning & Scheduling, Critical Thinking

### LANGUAGES

German: Spoken (Intermediate), Written (Intermediate), Read (intermediate)

Chinese: Spoken (Intermediate), Written (Novice), Read (Novice)