WILLIAM & MARY | CAREER DEVELOPMENT & PROFESSIONAL ENGAGEMENT

FEDERAL RESUME CHECKLIST

wm.edu/career

General Information

- ☐ Most federal agencies (executive branch) will advertise their competitive and excepted civil service vacancies on 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). The Education section should be at the **bottom** of your resume
- ☐ *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, strengthened 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)