

# Federal Resume Format

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Federal resumes should include the following sections:

## JOB INFORMATION

Announcement number, title, series and grade of job for which you are applying.

## PERSONAL INFORMATION

Full name, mailing address with ZIP code, phone number with area code, Social Security number, country of citizenship, veteran's preference.

## SUMMARY

Written in the third person, describing overall skills and abilities as they relate to your career and the job announcement.

## EDUCATION

High school (name, city, and state and date of diploma); Colleges or universities (name, city and state, concentration, certificates, type and year of any degrees)

## PROFESSIONAL EXPERIENCE

Job title, duties and accomplishments, employer's name and address, supervisor's name and phone number (and indication of whether your current supervisor can be contacted), starting and ending dates, hours per week and salary. Reference key skills from the job announcement and describe your accomplishments as they relate to those skills.

## OTHER QUALIFICATIONS

Training courses, technical and language skills, certificates and licenses, honors, awards and accomplishments.

Accomplishments can include publications, professional memberships, leadership activities, public speaking engagements, athletics, and other information relevant to the job announcement.



You can also find more information about what to include in a federal resume on [www.usajobs.gov](http://www.usajobs.gov).

# Tips

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- \* Use the **USAJobs Resume Builder** to create your federal resume. It walks you through the sections step-by-step and ensures your resume is in the correct format. You may create and upload several resumes and tailor each of them to fit different positions.
- \* Avoid bold fonts and horizontal lines. Your resume should be scannable and easy for the Applicant Tracking System to understand.
- \* Describe job duties and activities in paragraph or bullet form.  
  
Use the active voice when writing about your experiences.
- \* Begin each work experience with a description of overall duties in paragraph form followed by paragraphs or bullets describing accomplishments. Relate these accomplishments to the job announcement.
- \* Job announcements often refer to KSAs, which are knowledge, skills and abilities. These are used to determine whether an applicant is qualified for the role. Think of KSAs as a way of writing your bullet points. Describe your knowledge in a particular area, the skills you gained (e.g., technical, language and soft skills) and your ability to perform a task. Your resume must include KSAs in addition to specialized experience and keywords from the job announcement.
- \* Federal resumes should be between 2-5 pages. Describe your accomplishments in full detail and list all activities and work experience. Use numbers to quantify your accomplishments whenever possible.
- \* Federal resumes require details on college coursework, papers, projects, recognitions, internships, athletics or other college activities, part-time jobs and volunteer positions. The skills you gain during these experiences is what is important — it does not matter if the activities were paid or unpaid.
- \* Some jobs allow the option to upload your own document; others require that you use the USAJobs.gov Resume Builder.
- \* You may also upload a a master federal resume to USAJobs that provides a general overview of your skill sets and experience that HR specialists can find when they are actively recruiting for positions.

# Example

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## TANYA TIGER

123 Namey Street, Apt 5, Washington, D.C. 20001  
tatiger@princeton.edu, (111) 222-3333

ANNOUNCEMENT NUMBER: 12-923009-DB

Veteran's Preference: N/A | Federal Civilian Status: N/A | Country of Citizenship: USA

### SUMMARY OF QUALIFICATIONS

**Research:** Legal case research via Westlaw and LexisNexis databases, health policy research via Proquest Congressional

**Quantitative:** Data analysis and data visualization using SPS, Tableau, and Excel

**Project coordination:** Planning and coordinating, compiling data, tracking status, and managing details

**Program development:** Nonprofit grant writing and budget analysis

**Writing and editing:** Reports, correspondence, academic, web/social media content, newsletter content

**Languages:** Bilingual (English & Spanish), proficient in American Sign Language

**Technical:** Java, Tableau, SPSS, Microsoft Suite -Word, PowerPoint, Excel; Keyboard 50 wpm

### EDUCATION

**Princeton University, Princeton, NJ**

**September 2018-May 2022**

Bachelor of Arts in Sociology; Intended Certificate in Global Health and Health Policy

(GPA 3.4)

**Relevant Coursework:** Inequality, Health and Health Care Systems, Sociological Research Methods, Critical Perspectives in Global Health, Epidemiology, Economics of Health and Healthcare, Issues in American Public Health, Health, Education and Work in Latin America

### PROFESSIONAL EXPERIENCE

**Goodname Institute, Center for Policy Research**

**June 2020 - September 2020**

**Research Assistant, Health Policy (Remote)**

**Street Address, New York, NY**

**Supervisor: Prof. Jane Doe, (555) 555-5555, may be contacted**      **Hours: 20/week, Salary: \$15/hour**

### RESEARCH & ANALYSIS

- Conducted background literature research for a study about domestic health insurance options for use in white paper and comprehensive policy report for the institute.
- Compiled statistical data on health indicators in the local area and utilized SPSS to analyze data.
- Created publication-ready tables summarizing findings from a youth health survey.

### WRITING & EDITING

- Co-wrote and edited a biweekly digital newsletter to 1,000+ subscribers about issues and events related to health policy.

**Tophelp Community Health Program**  
**Program Assistant**  
**Supervisor: Jane Good, (555) 111-1111, may be contacted**

**September 2019 - March 2020**  
**Street Address, Trenton, NJ**  
**Hours: 15/week, Salary: \$12/hour**

#### PROGRAM SUPPORT & DEVELOPMENT

- Assisted in grant writing to secure \$10K in funding for the nonprofit, focusing on areas of preventative health care.
- Facilitated community outreach efforts aimed at publicizing the clinic's programs and services to targeted at-risk population and those who are uninsured or under-insured.
- Prepared annual budget documents for presentation to the Board of Directors, including analysis and recommendations.

#### ADMINISTRATIVE & EVENT COORDINATION

- Provided administrative support to program officers and board members as needed. Participated in weekly staff briefings.
- Employed problem-solving and organizational skills when providing support for day-of event coordination.
- Oversaw travel and logistics for speakers and provided administrative support for conferences on health economics. Booked travel and accommodations for incoming speakers, wrote conference programs, and advertised the event to the community.

**Department of Health and Human Services**  
**Summer Intern**  
**Supervisor: Tom Human, (555) 555-3333, may be contacted**  
**Grade Level: GS – 03**

**June 2019 - August 2019**  
**Street Address, Washington, D.C. 20201**  
**Hours: 35/week, Salary: \$10/hour**

#### DATA ANALYSIS

- Analyzed trends data for 3 public health reports, under supervision.
- Created data visualizations by utilizing Tableau for distribution to external partners.

#### COMMUNICATIONS & ADMINISTRATIVE SUPPORT

- Demonstrated written communication skills by composing weekly memos and press releases.
- Answered letters with general questions from the public; created agenda for weekly staff meeting and prepared copies and faxes.
- Communicated with Spanish-speaking constituents for completion of surveys for wide-scale public health study.

**Kinspace, Community Health Initiatives**  
**Nutrition and Public Health Fellow**  
**Supervisor: Bob Smith, (555) 555-4444, may be contacted**

**June 2018 - August 2018**  
**Street Address, Oakland, CA**  
**Hours: 20/week, Salary: \$15/hour**

#### EDUCATION & COMMUNITY OUTREACH

- Participated in summer fellowship in nutrition education and counseling. Worked with a team of 10 fellows and 2 nutritionists to develop and implement nutrition workshops in local K-12 schools. Successfully implemented program within 10 schools.
- Served as a liaison between organization and school administration; led information sessions and meetings for school officials to communicate the benefits of the program.
- Co-managed curriculum development for grades 4-8. Co-wrote and edited a workbook on nutrition education to be used in after-school programs and local summer camps.

## **Multicultural Youth Community Center**

### **Program Intern**

**Supervisor: Jean Greene, (555) 444-5555, may be contacted**

**September 2018 - May 2019**

**Street Address, Trenton, NJ**

**Hours: 10/week, Salary: Unpaid**

### **STUDENT SUPPORT & PROGRAMMING**

- Collaborated with staff to plan and implement 15+ programs and events related to multicultural youth support and diversity education.
- Mentored students during weekly office hours to facilitate open communication and youth leadership development.

### **COMMUNICATIONS**

- Managed the program's Twitter and Instagram accounts, increasing followers by 50% through creation of innovative content and strategic brand management.
- Developed relationships with outside partners to help advertise events to the community at large

### **VOLUNTEER & COMMUNITY EXPERIENCE**

- Princeton American Sign Language Club, Princeton, NJ, September 2019 - present
- Blue Springs High School Peer Mentor, Washington, D.C., August 2016 - May 2018
- Blue Springs Soup Kitchen Server, Washington, D.C., October 2016 - December 2017

### **AWARDS**

Young Award for Community Leadership, May 2018

### **CERTIFICATIONS**

First Aid/CPR Certification - American Red Cross, May 2019

Expires: May 2021

### **AFFILIATIONS**

National Association of Community Health Practitioners (student member), 2019 - present

Helping the Homeless Campaign (volunteer), 2018 - present

Student Diversity Coalition (member), 2018 - present