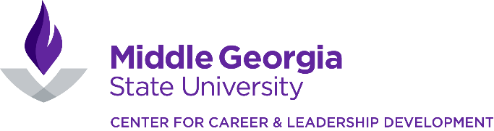
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**Macon Campus:** Student Life Center, Suite 261⎟ 478-471-2714  
**Cochran Campus:** Sanford Hall, Suite 112 | 478-934.3110  
[**careerservices@mga.edu**](mailto:careerservices@mga.edu) | mga.edu/ccld | Visit **mga.joinhandshake.com** to find jobs & internships

**What Should I Include in My Federal Resume?**Information repurposed from USAJOBS.GOV. Updated 3/1/2022

The following information is for jobs with the federal government, which includes opportunities at Robins Air Force Base. Keep in mind that your federal resume can be several pages long and will include work and volunteer experiences with detailed descriptions as well as numbers of hours you worked or volunteered each week and salary information. **When applying to non-federal jobs, be sure to create a different resume to match those positions; a non-federal resume is usually just 1-page, more concise, and does not include salary, hours per week, etc.**

Whether you’re a current federal employee or new to the Federal Government, your resume is the primary way for you to communicate your education, skills and experience.

**Before you get started**

Read the entire job announcement. Focus on the following sections to understand whether or not you qualify for the position. This critical information is found under:

* **Duties** and **Qualifications**
* **How to Apply** (including a preview of the assessment questionnaire)
* **How You Will be Evaluated**

Make sure you have the required experience and/or education before you apply. Hiring agencies use the job announcement to describe the job and the required qualifications, including:

* Level and amount of experience
* Education
* Training

**What to include in your resume**

Federal jobs often require that you have experience in a particular type of work for a certain period of time. You must show how your skills and experiences **meet the qualifications and requirements listed in the job announcement** to be considered for the job.

**Include dates, hours, level of experience and examples for each work experience**

For each work experience you list, make sure you include:

* Start and end dates (including the month and year).
* The number of hours you worked per week.
* The level and amount of experience–for instance, whether you served as a project manager or a team member helps to illustrate your level of experience.
* Examples of relevant experiences and accomplishments that prove you can perform the tasks at the level required for the job as stated in the job announcement. Your experience needs to address every required qualification.

**Example**

**Program Analyst GS-343-11**  
January 2009 - Present  
40 Hours/Week  
$63,000/Year

* Experience/Accomplishment
* Experience/Accomplishment

**Include volunteer work and roles in community organizations**

Don’t limit yourself to only including paid work experience. Include relevant volunteer work or community organizations roles that demonstrate your ability to do the job.

**Use numbers to highlight your accomplishments**

Use numbers, percentages or dollars to highlight your accomplishments–you can find this information in things like your performance reviews, previous job descriptions, awards and letters of recommendation.

When explaining your accomplishments:

* Include examples of how you saved money, earned money, or managed money.
* Include examples of how you saved or managed time.

**Examples**

* “Improved efficiency of document processing by 25% over the previous year”.
* “Wrote 25 news releases in a three-week period under daily deadlines”.
* “Managed a student organization budget of more than $7,000”.
* “Wrote prospect letter that has brought in more than $25,000 in donations to date”.

These statements show in concrete terms what you accomplished.

**More resume writing tips**

**Customize your resume**

You should tailor your resume to the job announcement rather than sending out the same resume for every job. Customizing your resume helps you match your competencies, knowledge, skills, abilities and experience to the requirements for each job. Emphasize your strengths and include everything you’ve done that relates to the job you’re seeking. Leave out experience that isn’t relevant.

**Use similar terms and address every required qualification**

Your experience needs to address every required qualification in the job announcement. Hiring agencies will look for specific terms in your resume to make sure you have the experience they’re seeking.

For example, if the qualifications section says you need experience with “MS Project” you need to use the words ” MS Project” in your resume.

**Organize your resume to make it easy to understand**

You need to organize your resume to help agencies evaluate your experience. If you don’t provide the information required for the hiring agency to determine your qualifications, you might not be considered for the job.

* Use reverse chronological order to list your experience–start with your most recent experience first and work your way back.
* Provide greater detail for experience that is relevant to the job for which you are applying.
* Show all experiences and accomplishments under the job in which you earned it. This helps agencies determine the amount of experience you have with that particular skill.
* Use either bullet or paragraph format to describe your experiences and accomplishments.
* Use plain language– avoid using acronyms and terms that are not easily understood.

**Be concise**

Hiring agencies often receive dozens or even hundreds of resumes for certain positions. Hiring managers quickly skim through submissions and eliminate candidates who clearly are not qualified. Look at your resume and ask:

* Can a hiring manager see my main credentials within 10 to 15 seconds?
* Does critical information jump off the page?
* Do I effectively sell myself on the top quarter of the first page?

**Review your resume before you apply**

Check your resume for spelling and grammatical errors and have someone else, with a good eye for detail, review your resume.

**Important facts about the federal hiring process**

* The Federal Government does have a standard job application. Your resume is your application.
* Hiring agencies use the job announcement to describe the job and list the required qualifications and responsibilities.
* After applying, the hiring agency uses the information in your resume to verify if you have the required qualifications stated in the job announcement.
* Once the hiring agency has determined who is qualified, they may use other assessments such as interviews or testing to determine the best qualified applications.

**Using the Resume Builder in USAJobs.Gov**

**You can also build your federal resume using the Resume Builder in USAJobs. Follow these steps.**

To build a resume in USAJOBS:

1. Sign into USAJOBS.
2. Go to your **Documents**.
3. Make sure you’re in the **Resumes** section and select the **Upload or build resume** button.
4. Click **Build resume**.
5. Name your new resume and click **Next**.
6. Click **Add Work Experience**, enter the required information and click **Save Work Experience**. To add additional work experience repeat this step or click **Next** to continue with your education information.
7. Click **Add Education**, enter the required information and click **Save Education**. Repeat this step to add additional education or click **Next** to continue with your references. You may also click **Finish** if you don’t want to add more information.
8. Click **Add Reference**, enter the required information and click **Save Reference**. Repeat this step to add an additional reference or click **Next** to continue to the next step.
9. You can enter additional information on your resume such as job related training, language skills, organizations/affiliations, professional publications, and other information. Click the corresponding button under each section to add your information, enter your information and click **Add** or **Save** for each section once completed.
10. Click **Finish** to save your resume. Your new resume will appear in your **Documents** list.
11. Click **View** on the resume icon to preview your resume. To edit your resume click **Edit** on the resume icon and it will bring you to the first page of your resume in the resume builder tool.

**Save your work periodically**

For security reasons, your session will time out after a period of inactivity. We recommend you **Save** periodically so that you do not lose any work.

**Updating your resume**

In order to capture changes that you have made to your profile you will need to build a new resume. USAJOBS does not automatically update existing resumes. This allows you to easily keep a set of resumes to apply to different jobs and only apply changes when you desire.

**Tips for formatting resumes in USAJOBS resume builder**

You can copy and paste text from Word documents into the resume builder. However, some formatting in these documents may not work in the USAJOBS resume builder. To fix formatting errors inside your resume, you must first save the original file in a .txt format.

To copy and paste from Word:

1. Open up your Word document or other word processing tool.
2. Select the **File** tab at the top.
3. Go to the **Save As** option.
4. Choose to save it as a **Plain Text (.txt)** file.
5. Open the new file and ensure the text appears in an acceptable format.
6. Copy and paste your resume text into the resume builder.

To edit your USAJOBS resume-builder resume:

1. Click on your username at the top of the page and select **Documents** from the menu.
2. Find the resume you want to edit and click “Edit” (located below the resume).
3. This will bring you to the first page of your resume.

**Tips for submitting resumes to agencies**

Some agencies accept uploaded resumes and resumes created using the USAJOBS resume builder, while some may only accept one or the other. Even though you may have both types of resumes in the **Document** section of your profile, the agency determines which ones to accept when you are applying online. The **Apply** button displayed on the job announcement page activates the process for a job seeker to complete an application.

USAJOBS automatically provides a list of available resumes and other documents to attach to your application, and will only display resumes and documents the hiring agency is willing to accept. For example, if the hiring agency only accepts resumes created using the USAJOBS resume builder, then your uploaded resumes will not be available to add to your application. Please pay special attention to the **How to Apply** section of the job announcement to find out which resume format and documents are accepted and how to submit them to the hiring agency.