

FEDERAL RESUME TIPS

Context

Federal resumes are different than private sector resumes in that they require very descriptive and detailed information. When preparing your resume, it is very important that you include all experience related to the position for which you are applying. This way, employers are able to determine if your experience meets the requirements of the position. Omitting this information in the interest of shortening your resume may exclude you from being considered “best qualified”. While details are good, resist adding information that is indirectly related to the position because it looks like fluff or filler information, and makes it difficult to locate the directly-related experience needed to confirm your qualifications. Use your best judgment to decide what the employer needs to know for the specific position to which you are applying.

Please note: It is acceptable (and very common) for a federal resume to go beyond one page.

Quantifying Results and Outcomes

Enhance your resume by quantifying results. Quantifying results can increase appeal with employers because it provides a clear description of the impact of your actions, as well as the level of experience and responsibility. These impact statements may further demonstrate you have the experience required to succeed in the position. Did you save your organization money? What were the savings and what was your role? Were you able to streamline a workflow issue? What were the results? If you made an improvement in the work production or implemented more cost-effective strategies at your former organization, record it in your resume.

Word Choice Matters

Just one word may have tremendous impact and deliver a huge message. Keywords are essential in enhancing an employer’s understanding of your skills. When constructing your explanation of previous experience, use action verbs to illustrate how you performed a particular function and provide the result. Also, indicate your role in a descriptive manner (e.g., “Led a team of five” vs. “Was a member of a team”).

Pay attention to keywords (often nouns) used in the Knowledge, Skills, and Abilities listed in the job announcement under the Requirements section. For example, using words such as “analysis” may prompt an employer to assume you have experience in collecting data, evaluating effectiveness, and researching and developing new processes. Also, using action verbs like “developed” and “implemented” speaks to your experience in working independently on assignments and to the level responsibility you were afforded.

fdic.gov/about/careers/



SAMPLE FEDERAL RESUME

Alisha Mays
123 Walnut Street
Silver Spring, MD 20906
Federal Civilian Status: N/A

Home: (703) 555-5678
Office: (703) 555-1234
Veteran's Preference: N/A
Country of Citizenship: U.S.A.

CERTIFICATIONS: Project Management Professional (PMP)

EDUCATION:

University of Maryland Global Campus: Adelphi, MD 20783
Degree: Bachelor of Science (B.S.), May 2023
Academic: GPA: 3.85/4.0
Major: Finance

EMPLOYMENT HISTORY:

Accounting Intern
June 2021 - Present
Supervisor: Christopher Troutman (may contact)
Salary: \$15.00/hour

Kemp, Proctor, & Melon, LLP
Rockville, MD
Telephone: (410) 555-2585
Average Hours: 25 hours/week

- Complete data entry processing of vendor invoices, employee travel and miscellaneous reimbursements, customer collections, refunds, contract holdbacks and discounts in the Financial Business Management System (FBMS).
- Analyze and review reports to initiate corrective entries to properly identify transactions accounting classification elements for appropriate reporting of general ledger balances.
- Communicate effectively with vendors, employees and customers to explain technical or regulatory requirements regarding payments and collections.
- Perform clerical tasks, such as answering office telephones, assignment of invoices to appropriate filing and retrieving alphabetical, numerical or chronological files; and other similar routine clerical duties as directed.

ACCOMPLISHMENTS:

- Developed a two-tier review system for processing invoices to reduce accounting errors.
- Implemented regulatory guidelines to streamline the customer payment process, which resulted in a 10% increase in customer satisfaction.

VOLUNTEER EXPERIENCE:

Student Volunteer Intern (Risk Management)
May 2020 – August 2020
Supervisor: Jessica Rabbit (may contact)

Overseas Private Investment Corporation
Washington, DC
Telephone: (202) 555-0903

- Provided assistance in establishing global risk measurement and management methodologies with respect to regional, country, sector and customer concentrations.
- Persuaded management to purchase and implement new software, which provided a cost savings of \$10,000 for our division.

AWARDS AND RECOGNITIONS

Dean's List, 2014, 2013
Member of Golden Key Honor Society, 2013 – Present

References available upon request