Resume Writing for the Federal Government

01
Create USAJobs Profile
- Go to https://www.usajobs.gov/ and click on "Create profile".
- Follow the prompts.

02
Set your Preferences
- Resume is Searchable
- Email notifications is ON
- Create and save custom-tailored search queries

03
Write your Federal Resume
FORMAT:
- Reverse chronological order
- Last 5+ years of **relevant** experience - paid & un-paid
- Easy to read and comprehend
- Use compelling action verbs
- Quantify & qualify yourself - be specific and detailed
- Recommend writing in Word, then copy/paste to USAJobs Resume Builder

04
Check Content, Length & Tailor to Job Announcement
- **MUST contain** dates of employment (MM/YY) and hours worked per week
- Use specific duties and skills
- Recommended 3 - 5 pages
- Review Duties, Specialized Experience, Competencies, and Questionnaire as guides for **key words** - UTILIZE THEM in resume

05
Understand the Job Announcement
- Open & Closing dates, Salary, Pay Scale/Grade, Appointment Type, Work Schedule
- Where position is located, Duties & Responsibilities, Amount of Travel
- **Don't let time zones be a missed opportunity**

06
Requirements & Qualifications
- **Requirements are MUST HAVEs**
- Required specialized experience **must** be clearly identified
- Resume **must** show required time and education requirements as fulfilled

07
Required Documents
- **Resume**: attach if not using Resume Builder Tool
- **Transcripts**: attach if meeting requirements based on education (unofficial is acceptable, unless noted otherwise - official preferred)
- **Any missing required docs will automatically disqualify**

08
Cover Letters
- Considered optional, unless job announcement specifies one to be included

09
Questionnaire & Assessment
- Evidence of all responses **must** be reflected in resume
- Utilized to determine most qualified candidates

10
Upload & Submit
- **Upload ALL required documents**
- Optionally, upload transcripts, certifications, licensures, other credentials, cover letter, and/or letters of recommendation
- MOST IMPORTANT: click **SUBMIT**