



Tips for Writing a Federal Resume

Top Ten Tips for Writing a Federal Resume

- 1. Include information specific to the job being advertised.**
 - Information such as job number, grade, and title are essential for the HR specialist who may be dealing with many applications at once.
- 2. Include your personal information.**
 - Include your full name, mailing address with zip code, all contact numbers, reinstatement eligibility (if applicable), previous grade and dates the position was held if a previous Fed employee.
- 3. Write your education qualifications in chronological order.**
 - Start from high school to college. Include the name, city, and year that your diploma or degree was received. Be sure to highlight grades and any awards you received.
- 4. Specifically mention the major subjects and total credits you have earned.**
 - Do not use bullet points! They are not well received by Federal HR departments. They want you to write out what you have done.
- 5. Explain your credentials and work experience in great detail.**
 - Education counts a lot more in Federal recruitment than it does in the civilian sector. Make sure you show how well you qualify for the position through your education.
- 6. Even if your education doesn't match exactly....**
 - You can still qualify for the position through equivalent experience. Explicitly spell out your previous experience and how it relates to the job you are applying for.
- 7. Unlike many civilian sector HR departments, Federal resumes are not read by a machine.**
 - Your resume will be read and qualified by an actual person. You need to ensure you are being as descriptive as possible so full qualifications can be granted.
- 8. If you have previous work experience that is relevant to the job you are applying for, include it with full detail.**
 - Give phone numbers of employers, positions you have held, number of hours worked per week, salary, accomplishments and duties. Indicate whether or not it is ok to contact your previous employers, they will call!
- 9. Write about other qualifications that may be slightly related to the job.**
 - Explain why you think they are similar by giving concrete examples like: software used, memberships, certificates, and/or awards. These all count heavily on Federal qualification standards.
- 10. Don't forget to enclose Knowledge, Skills, and Abilities (KSAs) if applicable, and mention it in the resume.**
 - Don't let your KSA become a verbatim copy of your resume.
 - KSAs should be written in your own style without borrowing from online samples. Use a lot of examples to justify your application.
 - Always type your full name and include signature.



Federal Resume Template

Your Last Name
Announcement # (See Objective)

First, MI, Last Name
719.555.1212 H
719.555.1313 C
Citizenship: US

Email Address
Street Address, Apt #
City, State Zip Code
Veterans Preference: 5 or 10 points

(DO NOT include full SSN unless requested in the announcement)

Objective: Announcement Number, Job Title and grade(s) of the position. *(Direct hire positions will not have an announcement number – VRA, 30% or more, etc.)*

Work Experience

Job Title

Employer's Name
Employer's Street Address
City, State Zip Code

mm/yy - Present

S: Supervisor's Name
P: 555.555.1212 May contact
40 hrs/w, \$00,000/yr

Duties: Preferred in paragraph format. Highlight those duties which closely resemble your knowledge, skills and abilities which would qualify you for the position.

Next paragraph you may provide detailed information regarding those duties which may not be closely aligned with the position but may show transferable skills and the scope of your abilities.

Education

mm/yy **Master of Arts in Organizational Management, GPA 3.85**

Name of University, City, State Zip Code

mm/yy **Bachelor of Science in Human Resources Management, GPA 3.76**

Name of University, City, State Zip Code

mm/yy **Diploma/GED**

Name of your High School/GED, City, State Zip Code

Job Related Training

mm/yy Basic Staffing and Placement, School Name

mm/yy Workers Compensation, School Name

Honors, Awards

mm/yy Veterans Preference Awards (Expeditionary Medals, Campaign Badge, Purple Heart)

Other Information

I certify that I can type 50+ words per minute and that the information within this resume is accurate.



Federal Resume Example

Your Last Name
Announcement # (See Objective)

First, MI, Last Name
719.555.1212 H
719.555.1313 C
Citizenship: US

Email Address
Street Address, Apt #
City, State Zip Code
Veterans Preference: 5 or 10 points

(DO NOT include full SSN unless requested in the announcement)

Objective: Announcement Number, Job Title and grade(s) of the position. (30% or more)

Work Experience

Labor Relations Specialist

US Postal Service
1 Post Office Drive
San Antonio, Texas 78284

03/13 - Present

M: Donna Dunker
P: 210.368.1604
40 hrs/w, \$76,200/yr

Duties: Provide expert advice, counsel, and assistance to various levels of management regarding conduct, performance, and dispute resolution affecting more than 11,000 federal employees. Conduct research and analysis of national agreements and relevant case law to resolve complex labor relations issues. Provide administrative and technical expertise in the areas of labor-management and employee relations issues, including third party proceedings before the Merit Systems Protection Board (MSPB), binding arbitration hearings, performance and conduct based actions, and other related ER/LR programs/issues. Represent federal employer in regional arbitration hearings and prepare post-hearing briefs and position papers on grievance appeals. Participate in grievance and pre-arbitration discussions and settlements with national business agents representing each respective union. Assist managers with developing and negotiating management interests at the bargaining table and responding to union interests. Interpret facts and events, and/or identify relevant aggravating or mitigating factors in order to recommend appropriate disciplinary and corrective action to management. Communicate agency-wide labor relations policies and procedures to management and staff of local organization and conduct audits of same to ensure standardized, consistent application. Serve as point of contact regarding grievances, unfair labor practice charges, information sharing, contract interpretation, disciplinary action, and labor relations training.

Adept negotiator and capable advocate. Recognized for effectively reducing agency liability from over \$1.25 million to less than \$300K. Negotiated 300+ grievances from four different bargaining units, resulting in 150 union withdrawals, 148 settlements, and only 17 cases appealed to arbitration. Achieved excellent track record as management advocate representing the agency in 21 arbitration hearings.



Federal Resume Example cont.

Win/loss record to date is 11 wins, 6 partial wins, and only 4 losses. Played a key role in implementing a national program from Postal Service HQ which is projected to save the agency approximately \$4,000,000 this fiscal year. Hand-picked to spearhead the project based on contract knowledge and demonstrated ability to organize, train, implement and manage a high-profile program in nearly 100 offices, stations, and branches comprised of approximately 4,000 employees.

Education

- 05/97 **Bachelor of Science - Business Administration, GPA 3.50+**
Wayland Baptist University, San Antonio, Texas
- 12/96 **Associate Degree – Foreign Language & Military Studies**
USAF Air University, Maxwell AFB, Montgomery, Alabama
- 05/83 **High School Diploma**
Grand Saline High School, Grand Saline, Texas

Job Related Training

- 07/15 **LAW: REDRESS**, USPS Learning Development
- 04/15 **Charge Writing, Attendance Control, Grievance Handling**, USPS HQ Labor Relations
- 01/15 **LAW: Understanding USERRA**, USPS Learning Development
- 11/14 **Labor Relations Specialist Training**, USPS HQ Labor Relations
- 10/14 **Basic Advocacy**, USPS HQ Labor Relations
- 09/10 **Process Improvement**, Harvard Business School (online)
- 08/10 **Time Management**, Harvard Business School (online)

Other Information

I am a highly trained, educated, and experienced professional with over 25 years government employment eagerly seeking new challenges and opportunities in the HR/LR field. I am organized, disciplined, and resourceful, committed to working both independently and within a team to accomplish agency goals and achieve success. I am proficient with a computer, laptop, tablet, etc., and can type 50+ WPM. I certify that the information within this resume is accurate.