

The Gamecock's Guide to **FEDERAL RESUMES**



WHAT MAKES A FEDERAL RESUME DIFFERENT?

A resume is always a marketing tool. In the private sector, it's a summary meant to land you an interview. In the Federal government, it's not a summary. It's proof.

Your Federal resume must demonstrate in detail that you meet the qualifications listed in the job announcement. The resume is where you "wow" the recruiter. You must clearly show what you did, how well you did it, and how it connects directly to the position.

If key information is missing, your application can be rejected.

LENGTH & STRATEGY

A Federal resume is typically 2–5 pages.

- Carefully read the vacancy announcement, and use language that mirrors the announcement.
- Use keywords from the duties and qualifications section.
- Clearly demonstrate specialized or related experience.

Federal staffing specialists must be able to see:

- Where you worked
- How long you worked there
- How many hours per week
- If your experience matches required specialized skills

Make it easy for them to qualify you.

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Career Center

UNIVERSITY OF SOUTH CAROLINA



REQUIRED INFORMATION

Federal resumes require more detail than private-sector resumes. Include all of the following:

JOB INFORMATION

- Vacancy announcement number
- Position title
- Series
- Grade level

PERSONAL INFORMATION

- Full name
- Mailing address (with zip code)
- Day and evening phone numbers (with area code)
- Social Security number
- Country of citizenship
- Veteran's preference (if applicable)
- Reinstatement eligibility (if applicable)
- Highest Federal civilian grade held (if applicable)

EDUCATION

High School

- Name, city, state
- Date of diploma

College/University

- Name, city, state
- Major(s)
- Type of degree
- Year degree received

You may also include:

- GPA (if strong)
- Academic honors
- Relevant coursework or research

WORK EXPERIENCE

This section must be detailed and specific. For each position include:

- Job title
- Employer name and address
- Supervisor's name and phone number
- Start and end dates (month and year)
- Hours per week
- Salary
- Whether your supervisor may be contacted

Then describe:

- Duties
- Accomplishments
- Results
- Skills demonstrated

Focus on accomplishments, not just tasks. Quantify whenever possible.

Organize experience using category headings that reflect key words from the job announcement (for example: Legislative Experience, Research Experience, Administrative Experience).

OTHER QUALIFICATIONS

Include any additional information relevant to the position:

- Job-related training
- Technical skills
- Certifications and licenses
- Honors and awards
- Publications
- Professional memberships
- Leadership activities
- Public speaking experience
- Performance awards

Only include items that strengthen your candidacy.

GETTING STARTED

1. Print the vacancy announcement.
2. Highlight required qualifications and key words.
3. List your experiences that match those qualifications.
4. Expand each experience with details: what, how, impact.
5. Double-check that all required information is included.

Before submitting:

- Confirm all required federal fields are present.
- Make sure dates, hours, and salary are listed.
- Review for clarity and consistency.
- Have someone proofread it.

FINAL REMINDER

A Federal resume is not about being concise. It's about being complete. Tell the story of your qualifications. Make your experience easy to evaluate. Show — clearly and confidently — that you meet the requirements.

FEDERAL RESUME WORKSHEET

Name: _____

Address: _____

City, State, ZIP: _____

Telephone Number: _____

Email Address: _____

Position Title & Grade: _____

Social Security Number: _____

Citizenship: _____

Vacancy Announcement Number: _____

Veteran's Preference: _____

Federal Civilian Status: _____

LIST KEYWORDS FROM THE VACANCY ANNOUNCEMENT

SUMMARY OF RELEVANT SKILLS

EDUCATION

RELEVANT EXPERIENCE

MEMBERSHIPS

HONORS/AWARDS

Position title, grade, SSN and citizenship are required for Federal Resumes. Additionally, if you have a Veterans Preference, you should add it here.

ERICKSON N. YOUNG

4218 Sandy Shores Drive | Lutz, FL. 33558
Tel: (813) 555-4544 | Fax: (813) 555-4574
EYoungCR@yahoo.com

Position Title & Grade: Research Specialist
Social Security No.: 123-22-3333
Citizenship: United States of America

Vacancy Announcement No: INV-WJ348-10-DE
Veteran's Preference: N/A
Federal Civilian Status: N/A

SUMMARY OF RELEVANT SKILLS

- **Research:** legislative, newspaper, Internet, international, Library of Congress and the Congressional Research Service
- **Writing & Editing:** reports, correspondence, emails, PowerPoint copy, web content, newspaper articles, newsletter content
- **Project coordination:** compiling information, planning and coordinating completion, tracking status, follow-up, and managing details
- **Languages:** Communicate in American Sign Language and Costa Rica Sign Language; Read and Write in English and Spanish
- **Computer skills:** Microsoft Suite: Microsoft Word, PowerPoint, Excel; Keyboard 50 wpm

EDUCATION

University of South Carolina, Columbia, SC
Bachelor of Arts: May 2015, **Double Majors:** Political Science and Spanish
GPA: 3.348 Semester hours: 138

Florida School for the Deaf, Jacksonville FL
Diploma: May 2011

Honors & Awards:

- Phi Sigma Iota Award (Foreign Language Honor Society)
- Athletics Volunteer Award, Admissions/Concession Staff
- Dean's List, University of South Carolina, three semesters
- Represented University of South Carolina at the Department of State's Disability Mentor's Day. Met Secretary of State Hillary Clinton. Was photographed with Ms. Clinton and quoted in State Magazine, December 2013, p. 19, <http://www.state.gov/documents/organization/27053.pdf>

Research Paper Topics:

Consistently received excellent grades and faculty reviews of research papers. Many papers involved extensive original Internet and library research concerning politics, legislation, culture, international relations, world leaders and history.

Papers include:

- History of the Republic of Costa Rica
- Eisenhower - Desegregating Schools and the Supreme Court
- How Nations Make Peace
- Hispanic Immigrations in the United States
- Antonio Magarotto and World Federation of the Deaf

LEGISLATIVE INTERNSHIPS

Student Intern/Mail Clerk (unpaid) September to October 20##
U.S. Senator Tom Harkin, United States Senate, Washington, D.C.
Sen. Tom Harkin's Intern Coordinator: (202) 555-3254
May contact

Assisted senatorial staff members in their day-to-day activities with a variety of support tasks. Participated in the legislative process. Conducted research on legislative issues, including: disability and education. Drafted correspondence to Iowa constituents. Responded to constituent inquiries for Iowa constituents and made referrals to various offices. Sorted and prioritized mail, e-mail, and faxes.

You can also say "do not contact," if you do not want the supervisor to be contacted.

Relevant skills are based on key words from the job duties listed in the job description.

Category titles are based on key words from the job duties listed in the job description.

Student Intern (unpaid) / Staff Assistant (paid) July to August 20## & 20##
Staff Assistant \$12,000/annually
U.S. Senator Max Cleland, United States Senate, Washington, D.C.
Sen. Max Cleland, Member, Board of Directors. Export-Import Bank of the U.S.: (202) 555-3520
May contact

Assisted Senatorial staff members in the full range of support activities. Participated in the legislative process, including research on legislative issues, feeding information into database and drafting correspondence to Georgia constituents. Sorted and prioritized mail, e-mails, and faxes.

RESEARCH, WRITING AND TEACHING INTERNSHIPS

Student Intern/Researcher September to December 20##
Costa Rica National Association of the Deaf
Asociación Nacional de Sordos de Costa Rica (ANASCOR)
San José, Costa Rica.
Allan Fernández, Professor, University of Costa Rica: Tel/Fax: (506) 555-9819 or email: allanfern@yahoo.com.
May contact

Collected and researched old and new newspapers related to deaf community and ANASCOR, various events and special projects. Wrote and submitted articles to associations, websites and newsletters relating to deaf community in San José and across Costa Rica.

Student Intern/Instructor September to November 20##
The Education Center of the Deaf Adults
El Centro de Educación de Sordos Adultos (CESA)
San José, Costa Rica.
Allan Fernández, Professor, University of Costa Rica: Tel/Fax: (506) 555-9819
May contact

Taught deaf adult students studying Social Studies to include the geography, world history, history of Costa Rica and a general history. Participated in and organized various workshops for adult students.

ADMINISTRATIVE/CLERICAL EXPERIENCE

Postal Aide. Salary: \$6.15/hour January 20## to August 20##
University Post Office, University of South Carolina
Columbia, SC
Supervisor: Ms. Brenda Keller, Post Office Supervisor: (803) 555-5140.
May contact

Sorted incoming mails and separated mail and packages for delivery to appropriate departments and student mail-boxes.

Student Assistant. Salary: \$7.00/hour August 20## to May 20##
The Office of the Provost, University of South Carolina
Columbia, SC
Supervisor: Ms. Sharon Hauptman, Administrative Assistant: (803) 555-5085.
May contact

Assisted with general projects in the office to include: mail pick-up and delivery to the Provost office and campus-wide; copying; checking work assignment boxes frequently for next assignment; typing of invoices and other forms; running errands; and assisting any Provost staff members with coordinating logistics of special projects and events.

Computer Lab Assistant. Salary: \$8.91/hour January 20## to May 20##
College of Arts & Sciences Computer Lab
University of South Carolina, Columbia, SC
Supervisor: Mr. Russell Olson, Chair and Professor: (803) 555-5474.
May contact

Supervised activities in the computer lab room. Assisted students with computer-related questions and problems.

MEMBERSHIPS

Florida School for the Deaf Alumni Association (FSDAA)
MyCarolina Alumni Association
Costa Rica National Association for the Deaf (ANASCOR)
World Federation of the Deaf (WFD)
Phi Sigma Iota (Foreign Language Honor Society)

ADDITIONAL INFORMATION

- Distinguished for academic accomplishments.
- Successfully balanced academic and work schedules.
- Gained valuable insight and experience in the legislative process working as an intern in two different Senate offices.
- Acquired in-depth understanding and appreciation for the deaf in another country when serving in an internship in Costa Rica.



SOURCES

Troutman, K., & Troutman, E.K. (2004). *The Student's Federal Career Guide 10 Steps to Find and Win Top Government Jobs and Internships*. Baltimore, MD: The Resume Place, Inc.

USA Jobs. (2009). Retrieved November 2, 2010 from Info Center: <http://www.usajobs.gov/resumeandapplicationtips.asp>.



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career@sc.edu
[@UofSCcareers](https://twitter.com/UofSCcareers)
803.777.7280

OR VISIT ONE OF OUR LOCATIONS

Thomas Cooper Library
Molinaroli College of Engineering & Computing
Pre-Professional & Graduate School Advising
Graduate Student Career Services