



## Federal Résumé Tips

### Context

Federal résumés are different than private sector resumes in that they require very descriptive and detailed information. When preparing your résumé, 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 résumé 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. Use your best judgment to decide what the employer needs to know for this specific position. **Please note: It is acceptable for a federal resume to go beyond one page.**

### 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.

Pay attention to keywords (often nouns) used in the Knowledge, Skills, and Abilities listed in the job announcement. 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.

### Quantifying Results and Outcomes

Enhance your résumé by quantifying results. Quantifying results can increase appeal with employers because it provides a clear description of the level of experience and responsibility which may relate directly to 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? Results demonstrate the impact your experience will have on the organization. If you made an improvement in the work production or implemented more cost-effective strategies at your former organization, record it in your résumé.

## **SAMPLE FEDERAL RESUME**

Alisha Mays Home: (703) 555-5678 123 Walnut Street Office: (703) 555-1234 Silver Spring,  
MD 20906 Veteran's Preference: N/A Federal Civilian Status: N/A Country of Citizenship:  
U.S.A. **CERTIFICATIONS:** Project Management Professional (PMP)

### **EDUCATION:**

**University of Maryland University College** – Adelphi, MD 20783

**Degree:** Bachelor of Science (B.S.), May 2014

**Academic:** GPA: 3.85/4.0

**Major:** Finance

### **EMPLOYMENT HISTORY:**

Accounting Intern Kemp, Proctor, & Melon, LLP June 2014 - Present Rockville, MD

Supervisor: Christopher Troutman (may contact) Telephone: (410) 555-2585 Salary: \$15.00/hour

Average Hours: 25 hours per week

- Responsible for 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:**

- Develop a two tier review system for processing invoices to reduce accounting errors.
- Implement regulatory guidelines streamlining the customer payment process which result in a 10% increase in customer satisfaction.

### **VOLUNTEER EXPERIENCE:**

Student Volunteer Intern (Risk Management) Overseas Private Investment Corporation May  
2013 – August 2013 Washington, DC

Supervisor: Jessica Rabbit (may contact) Telephone: (202) 555-0903

- Provided assistance in establishing global risk measurement and management methodologies with respect to regional, country, sector and customer concentrations.
- Evaluated portfolio risk and historical performance enhancement of risk database design.

### **AWARDS AND RECOGNITIONS**

Dean's List, 2014, 2013

Member of Golden Key Honor Society, 2013 – Present

References available upon request