



FEDERAL RESUME CHECKLIST

wm.edu/career

Quick Tips

- Most federal agencies (executive branch) will advertise their competitive civil service vacancies on www.usajobs.gov
- Recommendation: Use the **Resume Builder** on USAJOBS

Describe Your Experience (at minimum, your resume should include)

- Personal Information* – Your full name, mailing address with zip code, phone number, email address, country of citizenship, and eligibility for veteran’s preference, if applicable. [Veteran’s preference](#) gives eligible veterans preference who are discharged or released from active military under honorable conditions. For additional information visit: <https://www.fedshirevets.gov/>
- Education* – Schools attended, name of degree(s) and minors (if applicable), date degree(s) were conferred and GPAs (if over a 3.0), provide total # of credits earned, relevant coursework, study abroad experience(s), academic accomplishments & awards, capstone project, etc.
- Experience* – Required: Employer’s name & physical address, hours per week, rate of pay, start and end dates of employment (list as month & year), former supervisor(s) names and telephone numbers (indicate “permission to contact”, “do not contact”, or “contact me first”), job title(s); add subheadings to organize experience: “Key Skills,” “Responsibilities/Duties,” & “Accomplishments” for each position
- Additional Information – such as job training, certifications, academic honors & awards, research projects (if not relevant to the position)
- References* – List names, titles, name of organization, phone numbers, emails, and type (Professional, Personal, or Academic)

Show Your Qualifications

- Your resume should reflect the knowledge, skills, experience, and education required of the position for which you are applying
- Review the “Requirements” & “How You will be Evaluated” tabs in the job announcement carefully to ensure that you fully understand how your application will be evaluated. Click on and read through all hyperlinks.
- Use the “Occupational Questionnaire” or “Vacancy Questions,” found in the job announcement to find relevant keywords to tailor your resume to specific internship or job requirements
- Remember: If your resume does not specifically and clearly show that you possess the required experience/competencies, credit cannot be given which may result in your application no longer being considered

Accomplishments

- Highlight accomplishments that prove you can perform the tasks at the level required for the job as stated in the job announcement
- Quantify your accomplishments whenever possible, using numbers, percentages, dollar amounts, and other data points to illustrate success; You may be able to find this information in things like previous job descriptions and performance reviews, awards, and letters of recommendations
- When explaining your accomplishments:
 - Include examples of who was impacted, what was changed or improved, what the cost savings were, did you exceed expectations, did you receive an award or recognition, etc.

Writing Style

- Avoid using pronouns (I, me, my, we, etc.); the reader knows you are referring to yourself
- Avoid using “Responsible for” and “Duties include” – rather start statements with a dynamic action verb(s)
 - See our [Active Verb List](#) handout for over 200 verbs listed by skill demonstrated
- Must be free of spelling and grammatical errors
- Have resume proofread by at least one other person; Come to Quick Advising or schedule an appointment with a Career Advisor
- Use plain language-avoid using acronyms and terms that are not easily understood by the general public