



RESUME WRITING-Federal Government Jobs (usajobs.gov)

The most effective resumes when applying for federal jobs are those that clearly articulate how an applicant's skills and experiences align to the selection criteria defined by the job opportunity announcement. Applicants should always tailor their resume to the job opportunity to which they are applying. Consider these additional tips in ensuring you've created and are using the most effective resume when applying for federal jobs.

IMPORTANT TIPS

Pay Attention to Keywords. Whether you're writing your first resume or updating an existing one, stop and think about which keywords you need to add based on the knowledge, skills, and abilities required for the position.

Communicates Skills and Qualifications by Using Keywords. When a recruiter reads the keyword "analyst," he or she might assume you have experience in collecting data, evaluating effectiveness, and researching and developing new processes. Just one keyword can have tremendous power and deliver a huge message.

Study Job Opportunity Announcements. This is the best way to determine important keywords. Review several job announcements, similar to your ideal position – even those in other geographic areas. You're looking to find skills, experience, education and other credentials important in that occupation. Focus on the "requirements," "skills" or "qualifications" sections of job postings, and look for industry terms and desirable credentials for your ideal job.

Be Concise. Recruiters often receive dozens or even hundreds of applications for certain positions. The first step involves quickly skimming through submissions and eliminating candidates who clearly are not qualified or do not concisely convey their qualifications.

Convey a Solid Sales Pitch. It is crucial that your resume effectively sells your credentials. Key selling points need to be prominently displayed at the top of the first page of the resume and directly address each question asked in the KSA section. For example, if an advanced degree is an important qualification, it shouldn't be buried at the end of a four-page resume. If a KSA question asks about your writing ability, immediately detail that applicable experience.

Use an Editor's Eye. A resume doesn't have to contain every detail of your work experience. So be judicious and include only relevant and applicable experiences.

Use Numbers to Highlight Accomplishments. Numbers are powerful resume tools that will help draw the attention to your accomplishments. With just a little thought, you can find effective ways to quantify your successes on your resume.

Think Money. All federal organizations are concerned about money. So think about and articulate ways you've saved money, earned money, or managed money in your internships, part-time jobs and extracurricular activities.

Think Time. "Time is money." Organizations are constantly looking for ways to save time, perform work more efficiently, and meet internal and external deadlines. So, whatever you can do on your resume to show that you can save time, make time, or manage time will grab the recruiter's immediate attention.

Content from usajobs.gov

PARTS OF A RESUME

CONTACT INFORMATION

Place your contact information at the top of your resume in the format of your choosing. This contact section should include the following: your name (should be the largest thing on the page), your full mailing address (you can list both your permanent and local addresses but be sure to include the dates that you will be at each), your phone number, and your e-mail address.

OBJECTIVE (OPTIONAL)

If you are submitting a cover letter, you really do not need an objective. Your cover letter is your extended objective. Objectives are useful to include when taking a resume to a career fair or when sending a resume to a potential employer without a cover letter or formal application. Objectives can also be helpful to emphasize your fit for a position or tying together your past experience to the position you are seeking if the connection is not an obvious one. Do not say what you hope to gain from the employer. Focus on the skills and experience you can contribute to their organization

When including an objective follow this formula:

Active Verb + **Position or Type of Position and Organization or Industry** + **Most Relevant Skills/Experience**
(i.e. "seeking" or "to obtain") (keep this brief)

EDUCATION

Place your education section either after your objective, if you are using one, or after your contact information. Do not include high school information on your resume. Only list the university or universities you have obtained a degree from or will be obtaining a degree from. If you have obtained degrees from multiple institutions, list them in reverse chronological order (most recent first). For each institution you list, include the following: the name of the institution, the city and state where the institution is located (include country for anything outside of the US), the degree you will be earning or have earned (spell it out, e.g., "Bachelor of Science" or "Bachelor of Arts"), the month and year you earned or will earn your degree, and any majors, minors, and/or concentrations. In addition to listing the institutions you have earned degrees from, you may also include these optional pieces: GPA (3.0 or higher based on a 4.0 scale can enhance your resume), and/or any official trainings completed or certifications earned, relevant academic honors/awards/scholarships.

EXPERIENCE

Experience includes full-time, part-time, volunteer, extracurricular, internship, cooperative, laboratory, and clinical experiences that are relevant to the industry and position you are applying to, whether they were paid or unpaid. Remember that the employer is looking for skills and qualifications. They are less concerned about the specific setting in which you gained your skills.

SECTIONS

Creating sections is one of the best ways to tailor your resume. Sections allow you to group together your most relevant experiences. For example, if you are applying for a health and safety position, you might have a "Public Health Experience" section that includes your most relevant experience. Avoid sections titled "Work Experience" or just "Experience". These are too generic and do nothing to help you tailor your resume. Remember, your sections can move freely around the page but your experiences within each section must be listed in reverse chronological order (most recent first).

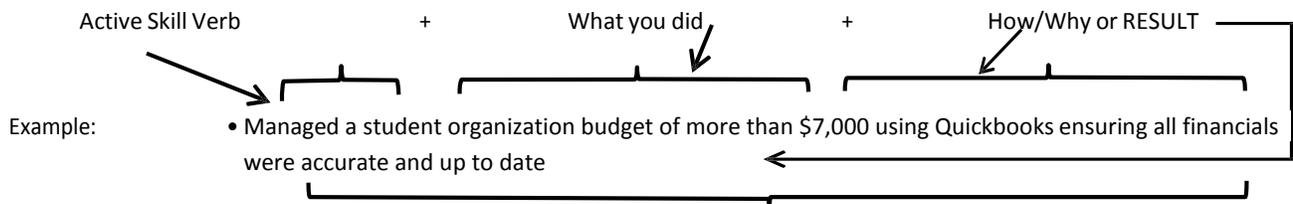
Section Title Examples: "Public Health Experience", "Public Safety Experience", "Leadership Experience", "Management Experience", "Research Experience"

EXPERIENCE BLOCKS

Within each section you will list a minimum of one experience block. An experience block includes: the name of the organization, the city and state where the organization is located (include country if outside of the US), your title (e.g. "Sales Representative"), start and end dates that include both the month and year, and 2-4 bullet points describing your skills and accomplishments.

BULLET POINTS

When constructing your bullet points use the following formula:



It is important to **quantify** and **qualify**. You will not be there to explain your skills to the employer. Your bullet points have to provide enough context and detail for them to understand what you are capable of. In every bullet point always ask yourself why you did something. The why or result portion of the bullet point holds the most weight. Skills should be in present tense if you are still doing the activity and past tense if you are no longer doing the activity.

LANGUAGE

Language can either be placed in the education section or can form its own section if directly relevant to the position. Use the following terms to describe your skill level accurately:

Literate – You are comfortable reading and writing in the language

Conversational – You can speak the language

Proficient – You can read, write, and speak the language well

Fluent – You are able to speak, read, and write in the language just as a native speaker would. (If you list fluent, you must be prepared to work in this language and may even be interviewed in this language as a test of your abilities.)

CERTIFICATIONS

If specifically asked for in the job description you can create separate section for certifications. Otherwise, these could be embedded into your existing bullet points wherever possible or within the education section.

ADDITIONAL SKILLS

If specifically asked for in the job description you can create separate sections for computer skills, clinical skills, and/or laboratory skills. Otherwise, these skills should be embedded into your existing bullet points wherever possible.

ACTIVE SKILL VERB LIST

| | | | | |
|--------------|--------------|--------------|------------|------------|
| Achieved | Collaborated | Estimated | Maintained | Reduced |
| Administered | Coordinated | Enlisted | Managed | Reported |
| Adopted | Counseled | Experimented | Marketed | Researched |
| Arranged | Created | Facilitated | Measured | Reviewed |
| Assisted | Delegated | Formed | Motivated | Revised |
| Assessed | Demonstrated | Guided | Observed | Scheduled |
| Analyzed | Designed | Handled | Operated | Served |
| Authored | Developed | Identified | Organized | Studied |
| Built | Directed | Implemented | Planned | Supervised |
| Calculated | Drafted | Improved | Performed | Taught |
| Certified | Edited | Increased | Prepared | Tested |
| Compiled | Educated | Initiated | Presented | Trained |
| Conducted | Ensured | Instructed | Published | Translated |
| Consulted | Established | Led | Raised | Utilized |

Alex Gooding

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Objective

Seeking a natural resource management position within the federal government utilizing my knowledge of water quality regulations and compliance combined with a passion for education and community awareness.

Education

Indiana University, School of Public Health May 2016
Master of Science in Public Health Bloomington, IN
Major: Environmental Health GPA: 3.8

Indiana University, School of Public Health May 2014
Bachelor of Science in Public Health Bloomington, IN
Major: Environmental Health GPA: 3.5
Minor: Public Health

Water and Environmental Education Experience

Water Quality Intern January – May 2015
City of Bloomington Utilities, City of Bloomington Bloomington, IN

- Interacted with and provided assistance at 10 public water systems located throughout the Bloomington community
- Communicated with individual citizens and commercial users regarding water quality issues
- Prepared and distributed customer education materials including the annual Consumer Confidence Report
- Planned and submitted reports for federal, state, and local water regulations
- Assessed compliance and non-compliance testing and water quality monitoring programs
- Prepared ESS reports and evaluated the success of current procedures and practices

Intern, Hoosier Riverwatch May – August 2014
Indiana Department of Environmental Management Indianapolis, IN

- Educated citizens on watersheds and the relationship between land use and water quality using geological water education models
- Promoted opportunities for involvement in water quality issues to communities throughout the state of Indiana at conferences and through target mailings
- Conducted workshops and certified citizen leaders on the principles of water quality monitoring so they could in turn educate others about water quality
- Provided water quality information to individuals or groups working to protect water resources within their own communities by responding to online and phone inquiries
- Supported volunteer efforts by providing technical assistance, monitoring equipment, facilitating networking opportunities, and providing educational materials

Environmental Leadership Experience

President August 2015 – Present
Environmental Management and Sustainable Development Association (EMSDA) Bloomington, IN

- Manage communications from EMSDA to students and faculty ensuring events are promoted and advertised using various communication platforms
- Lead an executive board of four to plan and host guest speakers, educational sessions, and philanthropic events for members to connect and focus on their career development
- Represent EMSDA at community events, on alumni boards, and on faculty committees providing the student perspective

Professional Affiliations and Certifications

Environmental Management and Sustainable Development Association (EMSDA) – Student Associate
Water Environment Federation – Member
Hoosier Riverwatch Instructor Certification
Project Wet Education Certificate, K-12

Brianna Michaels

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(555) 555-5555 | michaelb@indiana.edu

EDUCATION

Indiana University School of Public Health (Bloomington, IN)
Bachelor of Science in Public Health (May 2016)
Major: Public Health (GPA 3.9)
Minor: Global Health Promotion

HEALTH POLICY EXPERIENCE

Indiana State Department of Health (Indianapolis, IN)
Health Policy Intern (January-May 2016)

- Researched and tracked legislative policies that have a health impact to be reviewed by the Department of Health policy team
- Drafted Health Impact Reviews of proposed legislative policies to provide to policy makers
- Developed fact sheets and other educational resources on a variety of issues including public health infrastructure, health reform, health equality, and obesity prevention
- Attended relevant briefings and provided support to presenters during webinars

American Society of Gastrointestinal Endoscopy (ASGE) (Downers Grove, IL)
Health Policy and Quality Intern (May-August 2015)

- Prepared content for various social media platforms to increase awareness of ASGE issues
- Collaborated with a policy team of three to plan and implement public forums and conferences, including legislative advocacy days attended by activists and policy makers
- Tracked key policy issues analyzing data and preparing summaries and briefs for policy team

PUBLIC HEALTH AND RESEARCH EXPERIENCE

Crisis Pregnancy Center & Hannah House Maternity Home (Bloomington, IN)
Research Intern (August-December 2015)

- Designed a Community Needs Assessment by developing client surveys and interviewing staff resulting in the identification of key problems for the Center's target population and solutions to more effectively utilize community resources
- Educated expecting parents by teaching an Emergency First Aid class which surpassed the class attendance record for the summer season

HEALTH-FOCUSED LEADERSHIP EXPERIENCE

Eta Sigma Gamma, National Health Education Honorary

Vice President (August 2014-May 2015)

- Handled administrative operations and organized executive board meeting agendas within the Nu chapter
- Communicated with all candidates including information about upcoming events/projects and participation in those events/projects concerning their recruitment status

Culture of Care at Indiana University

Co-VP of Programming (August 2014-May 2015)

- Coordinated logistics and established schedules for all events including Culture of Care Week to promote our four core areas of mental health, respect, sexual well-being and drug/alcohol awareness
- Oversaw marketing directors to effectively publicize events and enhance social media presence

Kelly Rocks

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812-555-5555 • kellyrocks@gmail.com

SSN: XXX-XX-5555

PMF: KR-xxxx-xx

Citizenship United States

Secret Security Clearance (active)

EDUCATION

Indiana University - School of Public Health

Master of Public Health (MPH) • Concentration: Public Health Administration

May 5, 2015

GPA: 3.75

Indiana University

Bachelor of Science • Major: Biology

May 2005

PROFESSIONAL EXPERIENCE

Position: Human Resource Manager - Rank: Private First Class

Indiana Army National Guard

1234 E. 56th St.

Indianapolis, IN 46216

Supervisor Name: MAJ Mark Moore

Contact Y – 317-555-5555

Start Date: October 2006

End Date: N/A (still employed)

Part Time: 12 Hours per Month

Salary: \$25,000 (per year)

- Maintain accountability and control of HR databases to ensure complete evaluation and screening processes to determine employment eligibility for temporary and permanent job positions.
- Construct frequent personnel accounting reports for senior-level management across all departments to provide critical information for use in strategic and tactical planning efforts.
- Lead a diverse team of 15 to successfully process over 200 medical records and payroll benefits while ensuring 100% regulatory compliance for deploying employees.
- Act as Financial Liability Officer to investigate property loss for employees and as Equal Opportunity Leader to conduct annual diversity surveys in order to assess command climate.

Key Accomplishments:

- Recovered \$3,000 in military equipment that was more than 120 days delinquent.

Position: Disease Intervention Specialist Intern

Futures Family Planning Clinic

765 W Melrose St.

Bloomington, IN 47404

Supervisor Name: Kathy Kay

Contact Y – 812-555-5555

Start Date: August 2014

End Date: May 2015

Part Time: 5 Hours per Week

Salary: \$3,000 (per year)

- Consulted with physicians, hospitals, and laboratories to facilitate required reporting of communicable diseases based on the Centers for Disease Control and Prevention 2010 guidelines.
- Established and maintained professional working relationships with state and local health departments, physicians, local officials, community groups, and the public to ensure consistent bilateral communications.
- Acquired knowledge of sexually transmitted diseases including incubation periods, periods of infectiousness, transmission, and type and amount of medicine recommended for treatment.
- Maintained HIPAA compliance and up-to-date expertise of technology policies and procedures ensuring top-level knowledge of industry-leading research and critical information.
- Communicated with physicians and other clinical and office staff to obtain medical information, to present in-service training on communicable diseases, and to acquire appropriate diagnostic and treatment knowledge.
- Aided in research and data analysis to identify the source of infections, to prevent further disease transmission, and to act as patient advocate in the importance of early detection and rapid disease eradication.

Key Accomplishments:

- Organized a volunteer network of Interns to assist Disease Intervention Specialists in the proper reporting of chlamydia and gonorrhea in District 7 (Monroe and Lawrence Counties).

PROFESSIONAL EXPERIENCE (CONT.)

Position: Cholesterol Reduction Coordinator

Allen County Health Department

222 Calhoun St.

Fort Wayne, IN 46774

Supervisor Name: Kevin Krause

Contact Y – 260-555-5555

Start Date: March 2010

End Date: August 2013

Part Time: 20 Hours per Week

Salary: \$35,000 (per year)

Lead Cholesterol reduction project in Allen County through a federally-funded grant from the Centers for Disease Control and Prevention by successfully campaigning, building community support, cultivating relationships with local restaurants, and reporting project progress to key community stakeholders.

- Coordinated direct communication with governmental leaders and vendor partners to gain acceptance and implementation of lower-cholesterol food programs.
- Created a vending machine food procurement policy for county government entities by providing low cholesterol alternatives to reduce obesity and heart disease.
- Delivered training to restaurant personnel to increase awareness of high cholesterol foods with recommendations for alternative food options and to develop and administer outcome surveys to evaluate results.
- Created an awareness campaign using radio and newspaper press releases, websites, inter-county email system, posters, and other news media to increase awareness of critical health issues.
- Created, reviewed, analyzed, and presented nutrition and vendor sales data using Excel spreadsheets to provide up-to-date information, to evaluate tools at each project stage, and to create consistent adoption of best practices.

Key Accomplishments:

- Produced 10% decrease in high cholesterol ingredients for restaurants who participated in the lower cholesterol challenge.
- Gained significant media coverage from the Indiana Economic Digest and FWhealth.com.

Position: Public Health Specialist

YWCA Steps to Success

717 Lincoln Ave.

Fort Wayne, IN 46774

Supervisor Name: Karen Klein

Contact Y – 260-555-5555

Start Date: June 2006

End Date: March 2010

Part Time: 5 Hours per Week

Salary: \$25,000 (per year)

Apply the Centers for Disease Control (CDC) and Prevention framework of Program Evaluation to improve and account for public health actions. Construct an evaluation plan for a new program to reduce the rates of poverty and homelessness in Fort Wayne, Indiana.

- Planned, coordinated, and executed a broad range of program evaluations and field studies in areas of health behavior promotion, wellness, resilience, and behavioral health.
- Created Excel spreadsheets, survey instruments, timelines, and PowerPoint presentations to provide critical information and continuous program analysis to Executive Director for use in short- and long-term planning.
- Provided leadership, assistance, cross-team coordination, and high-level planning to ensure the successful completion of tasks and project milestones to meet stringent time and budgetary constraints.
- Developed a program budget to keep track of funds and set-up new policies and procedures for newly established standards and goals resulting in improved credibility to the organization.

Key Accomplishments:

- Secured \$2,000 grant from Allen Community Foundation as a result of submitting evaluation materials developed during program planning process.

ASSOCIATION MEMBERSHIPS

American Evaluation Association (AEA) • American Public Health Association (APHA)

Indiana Rural Health Association (IRHA) • Indiana Society for Public Health Education (InSOPHE)

Watsonian Society- Associate Member