The Greater Kansas City
Federal Executive Board

Resume Writing

Objectives

- Learn tips to market yourself
- Understand what information to include on your resume
- Understand best practices for describing your experience

True or False?

Resumes are scanned for keywords by an automated system.

What's the Truth?

Resumes are scanned for keywords by an automated system.

Mostly False

- HR Specialists review resumes, however some agencies also use an automated system to review resumes.
- For the agencies that do use an automated system, the resume review process has two parts:
  - An automated application review process to include all the required areas of the applicant's eligibility and qualifications for the job
  - A manual review, by the HR Specialist, of an applicant's resume to validate the information in the application package

USAJOBS.gov

True or False?

A federal resume should not exceed two pages.

What’s the Truth?

A federal resume should not exceed two pages.

False

A federal resume requires more information than a private sector resume; therefore, it is typically longer than two pages.

True or False?

You need to tailor your federal resume to each position.

What’s the Truth?

You need to tailor your federal resume to each position.

Partially True

Tailoring your resume is not required. However, you must demonstrate in your resume that you’re qualified for the position.

Remember, this is a document the HR Specialist uses determine if your resume should be forwarded to the hiring manager.

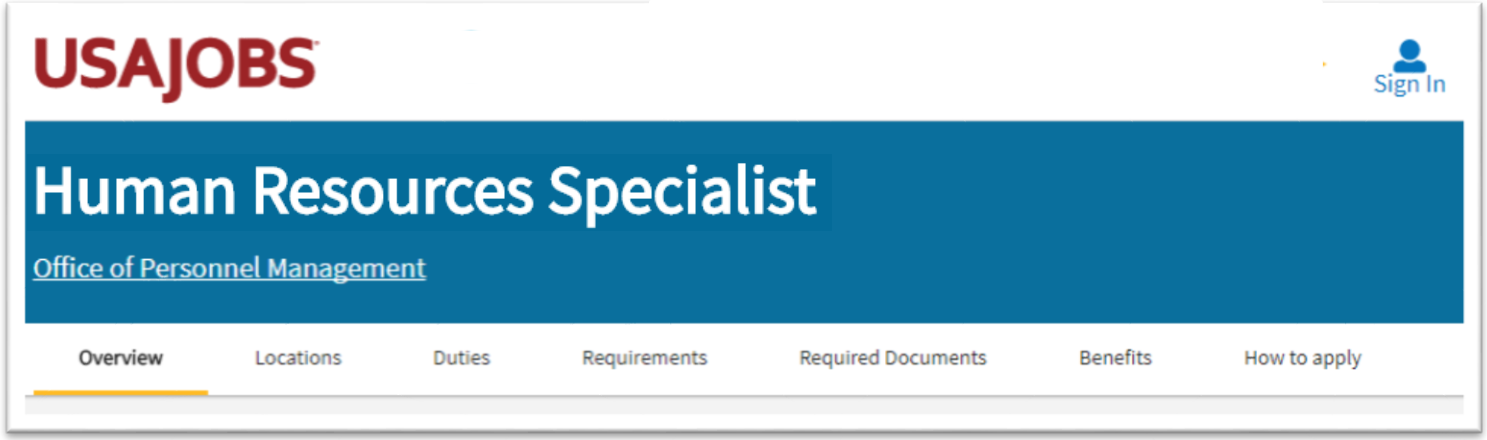
Resume Content

Why Is the Resume Important?

Your resume is your primary method to communicate how you qualify for the position.

Read the ***entire*** job announcement. Focus on the following sections to understand whether or not you qualify for the position.

- **Duties**
- **Requirements**

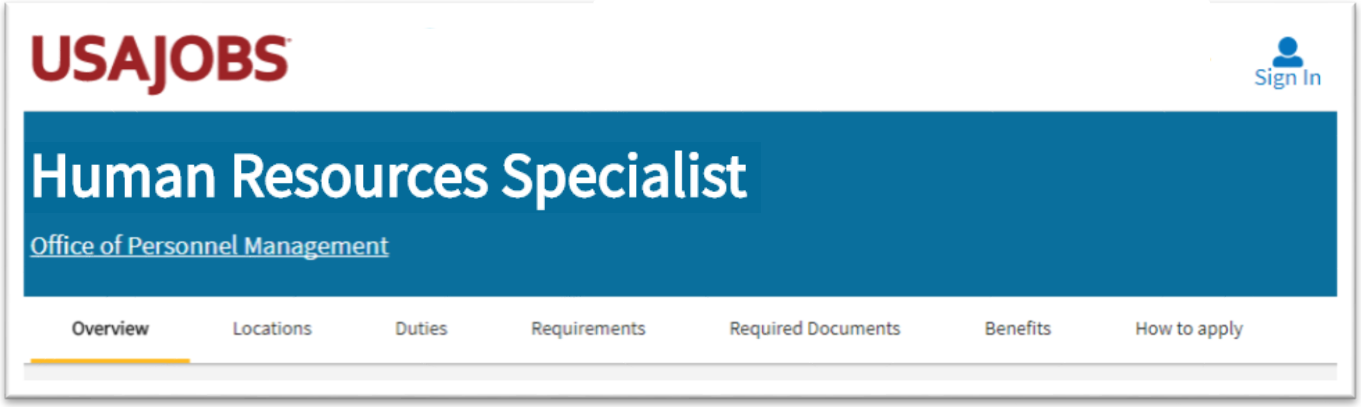


USAJOBS.gov

What NOT to Include

- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age, gender, religious affiliation, etc.
- Encrypted and digitally signed documents

Requirements: Qualifications



To qualify for the GS-12 level: Applicants must have at least one year of specialized experience equivalent to the GS-11 level in the Federal service that included: 1) Providing advice and policy interpretation to managers on Federal HR management issues; 2) applying Federal staffing and classification concepts, practices, policies, and precedents to independently prepare vacancy announcements, assessment tools and job analysis; 3) analyzing and classifying positions and preparing evaluation; and 4) advising managers and employees on all phases of the recruitment process. Note: Resume must fully and explicitly support this response in its entirety. Otherwise, you will be found ineligible.

What to Include

Include dates, hours, level of experience and examples for each work experience

For each work experience you list, make sure you include:

- Start and end dates (including the month and year)
- The number of hours you worked per week
- The level and amount of experience
- Examples of relevant experiences and accomplishments that prove you can perform the tasks at the level required for the job as stated in the job opportunity announcement.

Your experience needs to address every required qualification.

What to Include

Include volunteer work and roles in community organizations

- Don’t limit yourself to only including paid work experience
- Include relevant volunteer work or community organizations roles that demonstrate your ability to do the job
- Describe experience in translatable terms

What to Include

Use numbers to highlight your accomplishments

- Use numbers, percentages or dollars to highlight your accomplishments
- You may find this information in items like your performance reviews, previous job descriptions, awards and letters of recommendation
- When explaining your accomplishments:
  - Include examples of how you saved money, earned money, or managed money
  - Include examples of how you saved or managed time

Experience Example

Management and Program Analyst, GS-07 **May 2011 – April 2012**

Project Analysis and Coordination

- Analyzed program accomplishments of the National Cyber Scholarship Program. Assisted with drafting the evaluation briefing and co-presented recommendations to approximately 40 high-level agency officials.
- Coordinated the receipt and oversaw processing for over 15,000 grant applications. Exceeded processing deadlines by 18%.

Data Management

- Developed an office tracking system for managing an increased number of audit report requirements. The new system improved workflow, file management, and communication methods. Resulted in meeting reporting deadlines for the first time in 5 years.
- Collected and maintained program financial, evaluation, and outcome data for over 30 projects operating within the organization. Analyzed data quarterly and briefed organization leadership.

Format

Organize your resume to make it easy to understand

- Organize your resume to help agencies evaluate your experience. Start with your most recent experience first and work your way back
- Provide greater detail for experience that is relevant to the job for which you are applying
- Show all experiences and accomplishments under the job title in which you earned it. This helps agencies determine the amount of experience you have with that particular skill
- Use either bullet or paragraph format to describe your experiences and accomplishments
- Use plain language
- Avoid using acronyms and terms that are not easily understood

Be Concise

- Hiring agencies often receive dozens or even hundreds of resumes for certain positions. Hiring managers quickly skim through submissions and eliminate candidates who clearly are not qualified.
- Look at your resume and ask:
  - Can a hiring manager see my main credentials within seconds?
  - Does critical information jump off the page?
  - Do I effectively sell myself on the top quarter of the first page?

Be The HR Specialist

- Read the **Specialized Experience** statement in the job opportunity announcement.
- Can someone who does not work in your field find the required experience on your resume?
- HR Specialists may not "assume" your experience.

Overview | Locations | Duties | **Requirements** | Required Documents | Benefits | How to apply

the GS-11 is required to be eligible for the GS-12. Time-in-Grade requirements must be met by the closing date of the announcement. Applicants MUST submit an SF-50 that illustrates time-in-grade and reflects title, series, and grade. No Award SF-50 will be accepted. Time-in-grade requirements also apply to VEOA applicants having held a GS position in the past year.

All qualification requirements must be met by 11:59 Eastern Time on 03/19/2018

Minimum Qualifications

GS-09

Specialized Experience: One or more years of specialized work experience, equivalent to at least the GS-07 level of the Federal service, performing the following duties:

- Assisting management on appropriate disposition of conduct matters involving employees, from performance inadequacies up to and including removal;
- Assisting with development of the organization's position on unfair labor practices, negotiability determinations, bargaining impasses and similar disputes;
- Participating in investigations into employee misconduct to include researching and analyzing the facts, making comparisons to precedent cases, and recommending appropriate corrective actions in resolving the matter; and
- Recording the agency's position on grievances in matters pertaining to contract interpretation, program policy and practices, disciplinary actions, and adverse actions, and conducts appropriate investigations.

Education

- Minimal education beyond high school
  - Emphasize courses completed, specialized training, on-the-job training, or volunteer training
  - Combine education, training, professional development, or continuing education

- Recent college graduates
  - Emphasize college degree and major
  - Include honors, awards, scholarships, GPA, significant courses, major papers or thesis, assistantships
  - Separate formal education from professional development or continuing education

- College graduates with experience
  - Balance education and experience emphasis
  - Consider what is most related to the target job

- Ensure you include a copy of your transcript if you are using education to qualify for the position

USAJOBS Resume Builder

Resume Builder

Profile
omplete

HOME

HOME

ROFILE

CUMENTS

ERNAME &
SSWORD

Work Experience

All fields are required unless otherwise noted

Employer Name

Formal Job Title

Employer Address 1

Start Date

--Select--

Start Year

--Select--

Employer Address 2 *Optional*

End Date

End Year

Yes No Contact me first

State/Territory/Province

--Select--

Is this a Federal Civilian position?

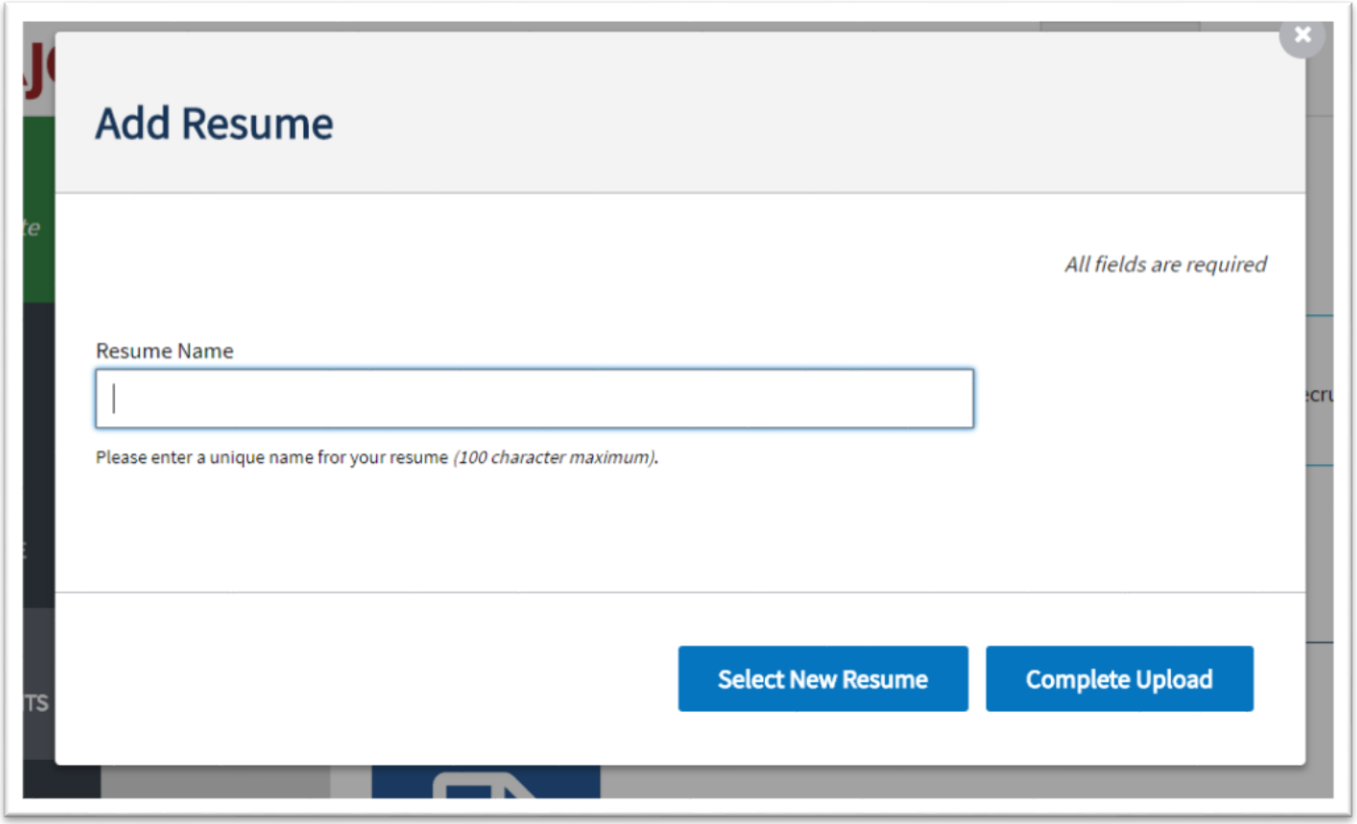
Yes No

Duties, Accomplishments, and Related Skills

(5000 characters remaining)

Upload Resume to USAJOBS

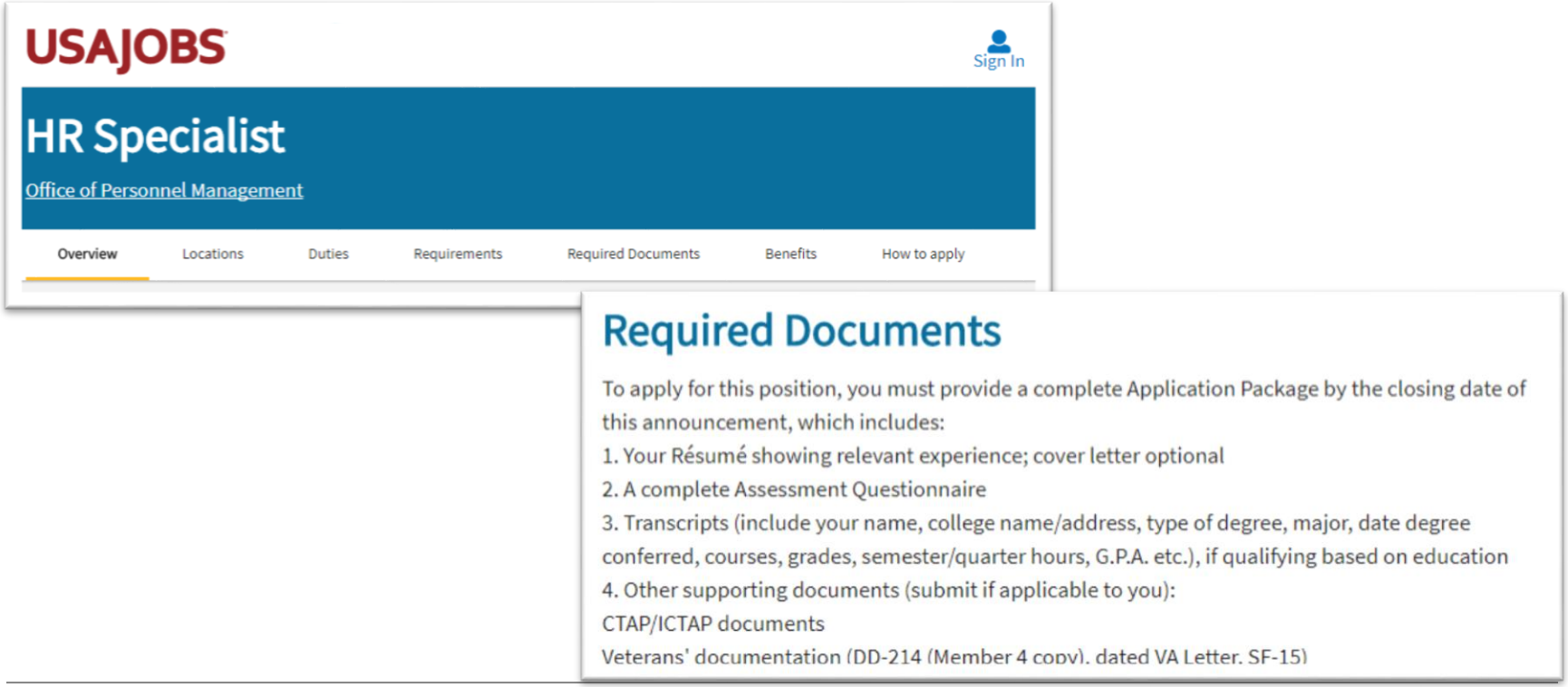
***Tip**: Use Resume Builder to ensure your resume includes all required content, and then format your resume based on your preferences.*



Required Documents

What Documents are Required?

Job opportunity announcements will indicate which application documents are required in the **Required Documents** section.

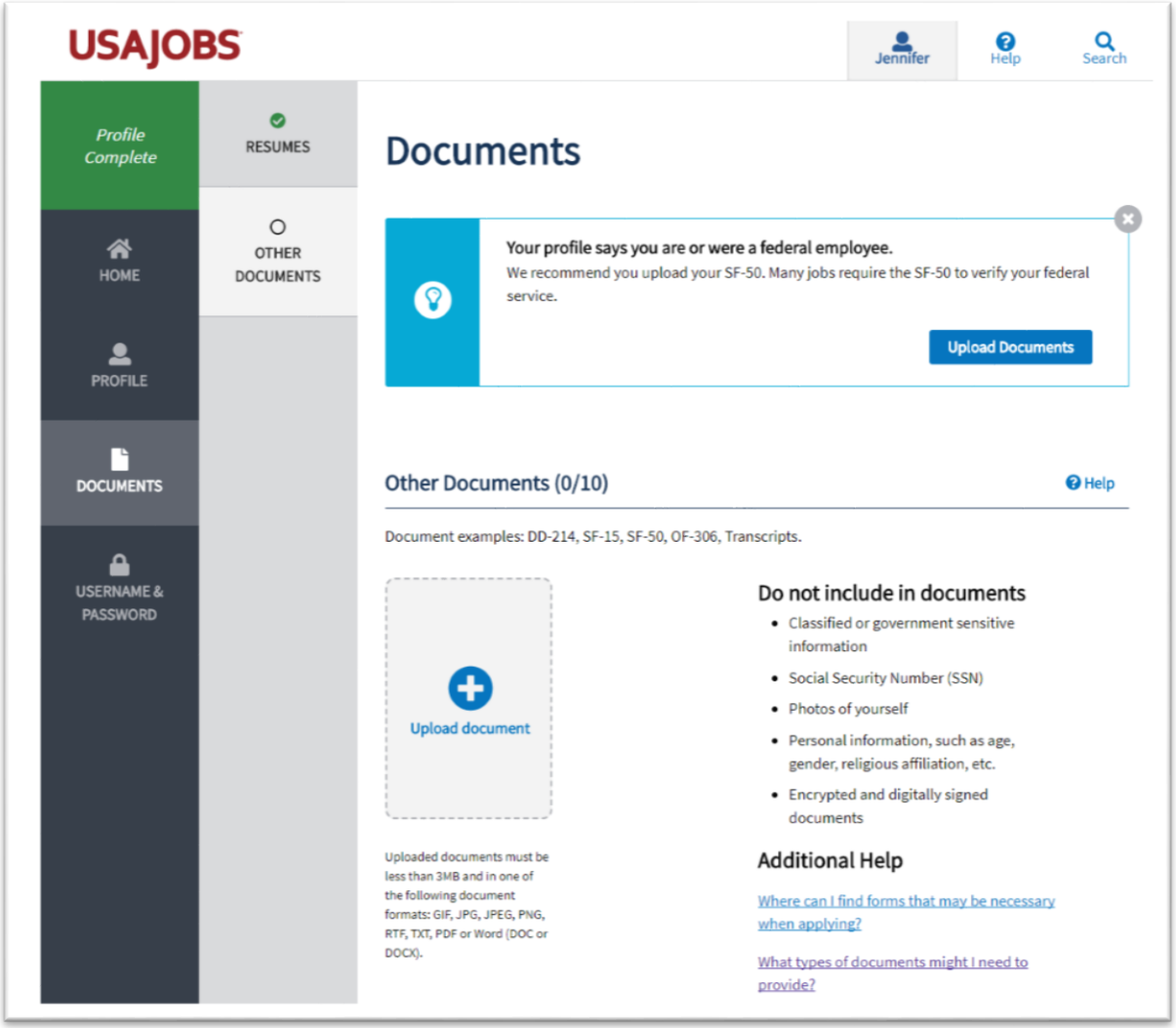


Commonly Required Documents

- Qualifying based on Education: Transcript
- Current/Former Federal Employee: SF-50
    - Ensure you include a SF-50 verifying dates.
    - You may need to include more than one.
- Veterans
    - DD-214
    - VA Disability Letter
    - SF-15

Tip: *Always refer to the Required Documents section for the specific job opportunity announcement instructions.*

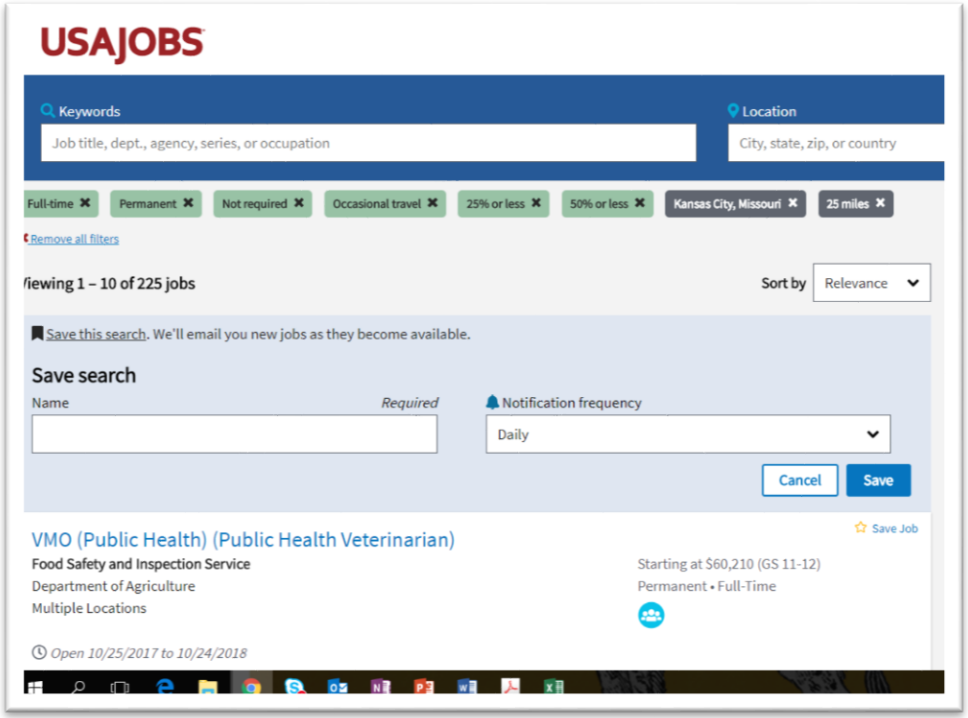
Save Documents in USAJOBS Profile



Search for Announced Positions

USAJOBS Search

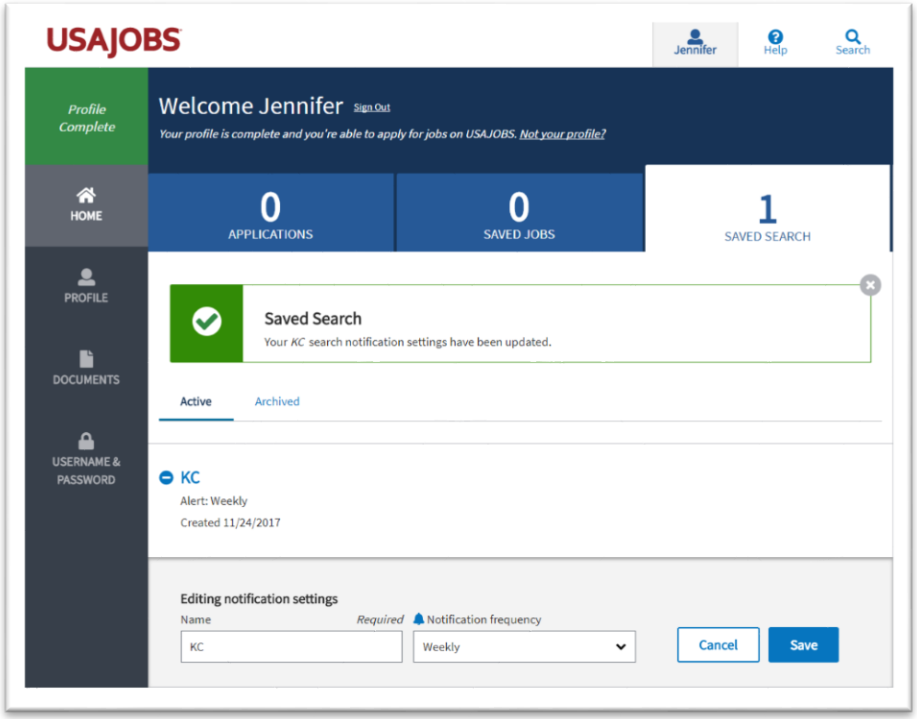
- You can save a search to look for jobs in your area of interest.
- You can create and save up to 10 saved searches.
- A saved search will expire one year after you create it.
- You can sign up to receive daily, weekly or monthly email notifications.
- You can manage your saved searches in your USAJOBS account.



Set USAJOBS Notifications

- From your USAJOBS profile, select one of your Saved Searches.
- Choose how often you want to get notified.

***Tip**: If you are looking for a specific position, select **Daily** as some job opportunity announcements may close within a week. You may change your preferences at any time.*



For Further Information

Writing Your Federal Resume

https://www.youtube.com/watch?v=8YX7o1PBoFk