

Writing Your Resumé for Federal Jobs

Objectives

- Understand the difference between writing a resumé for the Federal sector and others
- Learn how to use job announcements to enhance your resumé
- Learn simple steps to write a results-driven resumé
- Understand the USAJOBS Resumé Builder

Why a Resumé?

- Your resumé is your Federal application
- Used to determine qualifications and best qualified candidates
- Demonstrates how you can deliver results
- Your first and possibly only impression
- Represents who you are as a potential hire

Federal vs. Other Resumés

Federal

- No page limit (unless specified in job announcement)
- Must address qualifications and position requirements as described in job announcement
- Provide details and accomplishments
- Include level and complexity of work
- Include start and end dates (month/year) and number of hours worked per week

Others

- Usually limited to 1-2 pages
- Requires brevity – limited details
- Only include work experience related to target position
- Various formats accepted
- Accepts imbedded links and various designs

Resumé Tips for Federal Jobs

- Do not include personal information or photographs
- Use plain language – limit jargon
- Highlight relevant experience and education
- Explain what you did, how you did it (skills, software, systems, etc.), why you did it (in order to...), who you did it for (manager, public), and any results (saved organization \$10K)

Resumé Tips for Federal Jobs, Cont'd.

- Explain acronyms and use sparingly
- Clearly show how you meet the knowledge, skills and abilities (KSAs) for the job
- Use action words to describe your experience
- Use USAJOBS Resumé Builder or upload from your own files

Resumé Tips for Federal Jobs, Cont'd.

- Use USAJOBS Resumé Builder template as guidance for uploaded resumé
- May create up to five customized resúmes based on extent/variety of your experience
- Carefully proofread resumé

Recommended Format

Recommended format: Reverse chronological

- List your most recent experience first, then work backwards
- Include relevant experiences, even if you go back a few years
- Include relevant unpaid/volunteer experience/student experiences
- Support answers on occupational/application questionnaire

Questions Your Resumé Should Answer

- What makes you qualified for the job?
- What value would you bring to the position/organization?
- Has this person previously produced results?
- Does your work history reflect your experience?

Ask yourself: Can anyone who's not familiar with your background understand the work described on your resumé?

Preparing to Write Your Resumé

Gather information:

- Job descriptions
- Supervisory reviews and feedback
- Military honors
- Awards and recognition (accomplishments)
- Customer acknowledgements and survey results

Preparing to Write Your Resumé, Cont'd.

Think outside the box and don't ignore:

- Roles in social and/or civic organizations
- Volunteer experiences
- Projects
- Professional/Academic challenges or successes
- Special assignments

Use the Job Announcement

Job Announcement sections that will help you craft/tailor your resumé:

- Duties
- Requirements
- Qualifications
- Occupational/Application Questionnaire (Linked from the job announcement)

Duties

The incumbent performs a variety of budgetary and administrative functions in implementing SFV AMC's budgetary program, policies, and procedures. Supports the Senior Budget Analysts in budget formulation, execution, and analysis, as well as working closely with various CBOC operating officials advising them regarding their budget responsibilities to ensure complete understanding and compliance with basic requirements. Coordinates with the primary Budget Analyst in preparing annual budget formulation documents and ensuring reconciliations are made as to workload data, etc.

Gathers data from diverse sources to use in preparing reports and evaluating current programs and proposals for future program activities. Uses oral and written communication skills in presentation of budgetary information/strategies to field facility, VISN, and VACO management.

Qualifications

- **Specialized Experience**: You must have one year of specialized experience equivalent to at least the next lower grade GS-09 in the normal line of progression for the occupation in the organization. Examples of specialized experience would typically include but are not limited to: Monitoring control point expenditures for a medical facility, Working with accounting systems and analyzing data from such systems, Forecasting and validating budget estimates, and Recommending to management ways to meet future budgetary needs. OR
- **Education**: Applicants may substitute education for the required experience. To qualify based on education for this grade level you must have a Ph.D. or equivalent doctoral degree or 3 full years of progressively higher-level graduate education leading to such a degree or LL.M., if related. OR
- **Combination**: Applicants may also combine education and experience to qualify at this level. You must have a combination of specialized experience and education beyond the second year of graduate education.

Qualifications, Cont'd.

You will be rated on the following Competencies for this position:

- Budget Administration
- Cost Estimation and Analysis
- Financial Analysis
- Interpersonal Skills

Occupational/Application Questionnaire

How to Apply

- All applicants are encouraged to apply online. To apply for this position, you must complete the questionnaire and submit the documentation specified in the Required Documents section below. The complete application package must be submitted by 11:59 PM (ET) on 01/20/2023 to receive consideration.
- To preview the questionnaire click <https://apply.usastaffing.gov/ViewQuestionnaire/11333986>.



Occupational/Application Questionnaire, Cont'd.

Reviews historical financial data and analyzes trends for forecasting and/or validating budget estimates

- A. I have not had education, training, or experience in performing this task.
- B. I have had education or training in how to perform this task but have not yet performed it on the job.
- C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- D. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- E. I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist or train them in doing this task because of my expertise.

How to Present Your Experience

Break experience into sections based on each major duty

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.

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.

How to Present Your Experience, Cont'd.

- Amount of experience
“Managed an 8-person team over 15 years...”
- Level of experience
“Routinely advised and briefed organizational senior executives on...”
- Explain the outcome– this is your result or accomplishment
“Implemented new process which improved workflow and completion times”

Determine Results and Accomplishments

Ask yourself the following questions and quantify where possible:

- Who was impacted?
- What were the cost savings?
- Did you exceed deadlines?
- Did you receive awards or recognition?
- What changed or improved?

How to Write Your Experience

- Review the job announcement to understand the requirements and duties of the position
- Compare your experience with the requirements and find similarities
- Write your experience by matching your experiences and accomplishments with language in the job announcement

Step 1 - Understand the Requirements in the Job Announcement

- **Specialized Experience:** You must have one year of specialized experience equivalent to at least the next lower grade GS-09 in the normal line of progression for the occupation in the organization. Examples of specialized experience would typically include but are not limited to: Verification of reports against source documents, Monitoring control point expenditures for a medical facility, Working with accounting systems and analyzing data from such systems, Forecasting and validating budget estimates, and Recommending to management ways to meet future budgetary needs.
- You will be rated on the following Competencies for this position:
 - Budget Administration
 - Cost Estimation and Analysis
 - Financial Analysis
 - Interpersonal Skills

Step 2 - Break Down Requirements to Short Statements

Specialized Experience: You must have one year of specialized experience equivalent to at least the next lower grade GS-09 in the normal line of progression for the occupation in the organization. Examples of specialized experience would typically include but are not limited to:

- Verification of reports against source documents
- Monitoring control point expenditures for a medical facility
- Working with accounting systems and analyzing data from such systems
- Forecasting and validating budget estimates

Step 3 - Address the Requirements Based on Your Experience

- **Specialized Experience:** You must have one year of specialized experience equivalent to at least the next lower grade GS-09 in the normal line of progression for the occupation in the organization. Examples of specialized experience would typically include but are not limited to:
 - Verification of reports against source documents
 - Annually verified over 500 financial documents and identified weak internal controls and accounting procedures
 - Created a new standard operating procedure which resulted in a 10% decrease in errors and \$52,000 in human capital
 - Monitoring control point expenditures for a medical facility
 - Working with accounting systems and analyzing data from such systems
 - Forecasting and validating budget estimates

USAJOBS Account – Résumé Builder

- Located in documents section of your account
- May build/upload up to 5 resumé
- May make one resumé searchable to allow agencies to notify you about opportunities
- Choose “Upload or build resumé” to begin the process

Resumé Builder, Cont'd.

- Choose “Build resumé” to begin using the USAJOBS resumé template
- Name your resumé and begin adding your work experience
- All fields are required unless otherwise noted
- If you omit required information, the system will alert you
- Move on to the education and subsequent sections

Cover Letter

- Optional (unless required, per job announcement)
- Two paragraphs – 3 to 5 sentences each
- Highlight specific experience and skills related to the target job
- Use compelling language
- Include special hiring path in which you want to be considered (e.g. Schedule A)

For additional questions, please email:
Outreach@opm.gov