



FEDERAL RESUME WRITING

The purpose of a federal resume is to prove every general and specialized skill you have developed in your career. This is why federal resumes, typically three to five pages in length, are longer than a traditional resume. [USAJOBS](#)'s Resume Builder creates a resume that provides all the information required by government agencies.

Most Federal Applications are Composed of:

- Federal resume (usually in electronic format)
- Knowledge, skills, and abilities (KSA) narratives
- Self-assessment questions and essay answers (faxed additional information)

Federal Resume Writing Tips

1. Your resume should **sell as well as tell** by showing how you can contribute to the employer's operation. Describe relevant accomplishments, achievements, assets, and strong selling points. **Be 100% honest.**
2. Use **keywords** that communicate multiple skills and qualifications, and help you stand out.
3. **Review the job advertisements.** Look for skills, experience, education, and other credentials important in your field, and emphasize how you meet these requirements.
4. **Get straight to the point.** Your key selling points should be at the top of your resume and address each question in the KSA section.
5. Remember the three C's—Be clear, consistent, and concise.
 - **Clear:** Identify key points early.
 - **Consistent:** Keep the style, grammar, punctuation, numbers and dates, capital letters, verb tenses, and format consistent and parallel.
 - **Concise:** Use as few words as possible to convey your message.

Resume Buzzwords

- | | | |
|----------------|----------------|----------------|
| ✓ Analyzed | ✓ Assigned | ✓ Built |
| ✓ Collaborated | ✓ Communicated | ✓ Compiled |
| ✓ Conducted | ✓ Constructed | ✓ Coordinated |
| ✓ Created | ✓ Demonstrated | ✓ Designed |
| ✓ Developed | ✓ Displayed | ✓ Edited |
| ✓ Evaluated | ✓ Facilitated | ✓ Generated |
| ✓ Implemented | ✓ Improved | ✓ Increased |
| ✓ Initiated | ✓ Instructed | ✓ Integrated |
| ✓ Interpreted | ✓ Modified | ✓ Orchestrated |
| ✓ Outlined | ✓ Planned | ✓ Prepared |
| ✓ Programmed | ✓ Promoted | ✓ Provided |
| ✓ Researched | ✓ Resolved | ✓ Restored |
| ✓ Served | ✓ Started | ✓ Streamlined |
| ✓ Strengthened | ✓ Supervised | ✓ Supplied |
| ✓ Tested | ✓ Trained | ✓ Updated |