CHAMPLAIN COLLEGE

Career Services

Federal Resume Writing

The purpose of the Federal Resume is to prove in writing, every general and specialized skill that you have developed in your career. This is why the Federal Resume is so much longer than a traditional resume. It is typically 3 to 5 pages in length. USAJOBS Resume Builder is a tool that will create a uniform resume that provides all of the information required by government agencies.

Most Federal Applications are composed of 2 or 3 parts:
- The Federal Resume (usually in electronic format)
- Knowledge, Skills and Abilities (KSA) narratives
- Self–Assessment Questions and Essay Answers (faxed additional information)

1. Your resume should **sell as well as tell** – show how you can contribute to the employer's operation. Stress accomplishments, achievements, assets, and strong selling points relevant to your career objective. **Be 100% honest**.

2. **Use keywords:** You could get lost in a sea of applicants without the right keywords. Keywords have tremendous power because a single keyword can communicate multiple skills and qualifications.

3. **Thoroughly review the job announcements:** The idea is to find skills, experience, education and other credentials important in your field. Emphasize how you meet the "requirements," "skills" and "qualifications" sections of job ads.

4. **Get straight to the point:** Your 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. Hiring Managers will scan your resume to determine if you have the qualifications to be considered.

5. Remember the **three C's** –– Clear, Consistent and Concise.

   - **Clear:** Identify key positive points in seconds.

   - **Consistent:** Keep the style, grammar, punctuation, numbers/dates, capital letters, verb tenses, and format consistent and parallel.

   - **Concise:** Keep your resume to **one or two pages**. If your resume is just a little over one page, adjust margins and font size to get it to one page. If you must use two pages, evenly space the information to fill the page so the copy looks well–balanced with **uniform margins**.

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Resume Buzzwords

The following sample phrases come from "Resume Buzzwords" (by Herman and Rocha) and can be used to describe your abilities and experience:

- ✓ _Designed_ network-based applications for manufacturing process control and test data collection, _improving_ product quality and manufacturing efficiency.
- ✓ _Maintained_ computer-based electronic test hardware.
- ✓ _Developed_ online message system for members of the programming group.
- ✓ _Supported_ existing clients and _resolved_ critical issues/problems in a timely manner.
- ✓ _Researched_ and _identified_ modern replacement hardware architecture for real-time simulation.
- ✓ _Assisted_ sales force in technical presentations for prospective clients.
- ✓ _Reduced_ process time and purchasing errors by developing an online program, allowing the purchasing department to track the status of all invoices.
- ✓ _Performed_ initial review of regulatory and required study documents.
- ✓ _Oversaw_ work delegated to subcontractors for technical sectors.
- ✓ _Created_ and _interpreted_ testing programs to _evaluate_ and _modify_ product performance and reliability for manufacturer of commercial communications equipment.
- ✓ _Trained_ in maintenance, servicing and troubleshooting on all areas of aircraft.
- ✓ _Collaborated_ with team of engineers and writers to draft manual for new product delivery.

Additional action words to incorporate into your resume include:

✓ 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