****

**FEDERAL RESUMES**

**Industry resume vs. federal resume – what’s the difference?** In general, a federal resume more explicitly outlines your technical and transferrable skills. It will be much more lengthy than an industry resume, focusing on accomplishment statements or “deliverables.” Hours worked per week, full organization addresses, and supervisor information is typically included, where that is not appropriate to include on an industry resume.

**Additional tips for the resume**

* Be sure to read the vacancy announcement carefully and list specific/relevant duties, responsibilities and accomplishments for each position so that the rater and selecting official know exactly what you did. Do NOT assume that if you did something that all people in your field do the same things.
* List all relevant education and training, including where it was taken and when it was completed (month & year is fine).
* Don't worry about keeping the resume to one page. Make it as long as necessary, provided the information is relevant and complete. Of course, don’t ramble on -- be direct and to the point.
* Be sure to include your computer skills, particularly any that use statistical analyses applications & graphic presentation software. Do not simply list the computer systems or programs you are familiar with, but indicate your skill level with those systems/programs. Tell if you have any specific computer certification and/or training.
* Tell more details about your experience and/or training, including your role in the organization, whether you worked relatively independently or under strict supervision, etc.

**Federal application tips**

* When applying for positions online, you will usually be required to answer some job-specific questions. Read those questions carefully, and answer them to the best of your ability. DO NOT EXAGGERATE! However, DO NOT BE OVERLY MODEST, either! Be sure that if you claim to have performed certain duties, or a certain level of expertise in performing those duties, that you can back it up with your resume. This does NOT mean that you have to list every duty ever performed in your resume. However, you do need to show enough that the reader would see that you reasonably could have performed those duties and at that level of expertise. Remember – the HR Specialist reviewing your application cannot make assumptions, but must go with what is provided in writing in your resume, KSAs, transcripts, DD-214, etc.
* Do NOT assume that the those persons reviewing your application are knowledgeable of the acronyms in your field. Avoid undefined jargon and acronyms – or at least explain them once -- and make your information clear.
* Although selecting officials typically interview the top candidates, they are not required to do so. Be sure that you include everything that you want the selecting official to know about you.

A separate packet is available for Resumes, CVs or students with Military Veteran experience.



**University Career Services**

**The Wendy P. and Dean E. Painter Jr. Career Center**

 **(919) 962-6507 | careers.unc.edu | ucs@unc.edu**

**COPYRIGHT© 2018 UNC Chapel Hill University Career Services**

SAMPLE FEDERAL RESUME

**Tailor your uploaded resume and ensure it is no more than five pages as a GIF, JPG, JPEG, PNG, RTF, PDF or Word document. Only text-based RTF, PDF, and Word documents will be searchable by recruiters.**

**Tyrone A. Scott**

Mailing address is optional

Phone number

Email and LinkedIn URL (if applicable)

**EDUCATION**
University of North Carolina at Chapel Hill Graduation Month 20xx
Bachelor of (Arts or Science) in Economics; Minor: if applicable

*GPA or Major GPA if a 3.0 or higher*

Academic Honors such as Dean’s List (20xx-present)

**RELEVANT COURSES**

List proper name of courses relevant to the opportunity you are seeking • Industrial Organization, Intermediate Theory: Price & Distribution, Intermediate Theory: Money, Income & Employment, International Economics, Advanced Managerial Accounting, Database Management Systems

**EXPERIENCE**
Employer Name, City, State 11/20xx — Present

***Job Title***
Include your salary and hours worked per week

Use either bullet or paragraph format to describe your relevant experience. Use the same language (to include action verbs) listed in the job announcement. Ensure this section highlights duties, skills and accomplishments for each work experience. Your experience needs to address every required qualification listed in the job announcement.

U.S. Department of State-Educational & Cultural Affairs 6/20xx — 6/20xx
***Public Affairs Intern***-Washington, DC
Salary: $15/hour, 40 hours/week
Focus on the skills used that are relevant to the position you are seeking especially when the pervious/current job is not directly related. Use numbers to highlight accomplishments. Avoid acronyms and terms not easily understood.

The Daily Tar Heel 9/20xx-5/20xx

***Reporter***-Chapel Hill, NC

Salary: Unpaid, 10 hours/week

Covered Tar Heels quest for conference and national baseball titles. Performed research to include analyzing and interpreting information to write compelling, relevant stories for daily newspaper. Contributed to content idea generation by staying abreast of campus, local, state and national happenings and trends. Developed relationships with sources by demonstrating trust and accuracy.

**VOLUNTEER EXPERIENCE**
City of Raleigh Parks & Recreation 5/20xx — 8/20xx

***Camp Counselor***-Raleigh, NC

Salary: Unpaid, 15 hours per week
Do not limit yourself to only including paid work experience. Include relevant volunteer work or community organization roles that demonstrate your ability to do the job.

**LANGUAGES**
List languages (and skill level), technical skills, information you think will reflect your qualifications

Mandarin Chinese: Spoken (advanced), Written (advanced), Read: (advanced)

American Sign Language (ASLTA)

Visit: [www.usajobs.gov/Help](http://www.usajobs.gov/Help) for more advice on your federal application