Federal Resume Sample #1

Name
Address
Phone
E-mail

Header: *Can be left justified or center, name font can be larger and bold but nothing extraneous.*

Citizenship: US
Veterans Preference/Status: 5 pt or 10 pt
Security Clearance: Active TS/SCI, etc
Selective Service Number (optional)

Objective: Optional, provide a BRIEF overview of who you are, what's important about you and what you're looking to do next. EX: *US Marine Corps Officer highly experienced in Logistics operations seeking a management position in the government sector where I can contribute to…*

Professional Experience/History

Provide a detailed summary of EVERY civilian job or military duty starting with the most recent. SPECIFY if you were military or civilian. If you have had multiple civilian jobs then feel free to break your experience into separate military and civilian sections but understand that virtually all Hiring Managers and Recruiters prefer to see a chronological timeline of your experience.

Employer/ Branch of Service   From:MMM/YYYY
Department, Program or Command   To: MMM/YYYY/Present
Title or Rank   (M & Y, days are not needed)
General location: state or foreign country

Provide a DETAILED discussion of your responsibilities, duties and accomplishments. Be honest but don't be humble. Give SUBSTANTIVE explanations of your achievements; *Led and supervised squad of 10 rifleman in all daily tasks and operations, effectively managed program X to Y & Z results, mentored XX employees, sailors, etc, managed $XXX,XXX worth of equipment, budget or resources*. Some thoughts: What did you do that supported your command or company? How did you contribute to the overall operation or mission? How did your subordinates benefit from your leadership, IE; development, retention, promotion numbers, awards received, etc.

NO FLUFF OR BUZZ WORDS! No "results driven", "detail oriented" or "outside the box" comments. They may sound impressive but trust that recruiters and hiring managers see it on hundreds of resumes. Honestly, the only thing generic fluff & buzz words say about your history and performance is that you don't have anything else to say. Avoid that perception and stick with *quantifiable examples*.

Again, be honest but don't be humble and sell yourself as being able to do a job by demonstrating HOW you've done It (or related work) previously!

Education

Masters of Business Administration   From:MMM/YYYY
College or University, Department,   To:MMM/YYYY or Present
Major, Minor, GPA, Cum Laude, Honors, etc.

Bachelors of Science   From: MMM/YYYY
College or University, Department   To: MMM/YYYY
Major, Minor, GPA, Cum Laude, Honors, etc.

Associates of Arts in History
And so on…

Training (and or) Certifications

DAWIA III   MMM/YYYY
Microsoft Office Certified   -
HVAC Level I Tech   -
Forklift Repair   -
Really Awesome Specialty Software, Ver. 2.6   -
DOD training: PII, Sexual harassment, etc.   -

Awards

LIST EVERY AWARD! All reflections of your character, conduct and performance count to an employer regardless of how big a career change you're making.

"TOTAL PERSON CONCEPT" STILL COUNTS IN THE CIVILIAN WORLD!

Format for multiple awards, EX: *Navy Marine Corps Good Conduct Medal (4)*

And then you're all done, because…

Nobody puts "References Available Upon Request" at the end of their resume anymore and it's also not needed on a federal format!

Final Note: It's very important to understand the difference between a civilian resume and the "federal format" resume for government positions. The federal resumes tends to be a short 1-2 page summary of your career, while the federal resume is fundamentally different. The federal resume requires a lot of detail in order to determine that you are qualified for the position under consideration. Secondly, it is used to determine your salary (in essence, GS level) – so the more detail, the better!

Each bullet in a federal resume needs to describe:

1. What you did (duties, responsibilities, skills)
2. How you did it (this is the most important)
3. Outcomes / products of your duties (quantifiable achievements)
   a. Money saved
   b. Number of people managed, trained, etc.
   c. Schedule decreased (# of weeks/months, etc.)
   d. Risks mitigated
   e. Value of assets, programs, etc.

In short; describe everything you've done in your career, especially in the military and never summarize.

Federal Resume Sample #2

Chesty Puller Jr.

XXX-XX-123

1333 Isaac Hull Ave.

Washington Navy Yard, DC20376

(000)000-0000

youremail@gmail.com

VETERAN'S PREFERENCE 30% OR MORE DIABLED
SECRET CLEARANCE
CITIZENSHIP: US
PURPLE HEART RECIPIENT

QUALIFICATIONS:

Professional with over 6 years of experience in a variety of capacities that include identifying barriers, developing solutions, delivering results and executing the vision to solve agency problems, and improve overall performance. Results-oriented with a unique combination of analysis, and program management skills. Proven track record for assisting in programs, process and requirements documents, fostering strong client relationships and quickly learning complex systems. Respected for integrity, professionalism, leadership, and strong interpersonal/team building skills.

TIP: The top half of your resume should contain anything you want employers to know right away: clearances, veteran's preference, special skills Purple Heart, etc. Don't make employers search for anything—they will move on to the next candidate.

EMPLOYMENT HISTORY: *(this is where you list your jobs, starting with the most recent first. It's easiest to do in bullets or paragraph format—CHART, USAJOBS and other electronic application sites recommend paragraphs. Some agencies prefer bullets. Be sure to do your research! For your hard copy, keep the header format, and then list tasks and accomplishments in each job. Always use a lot of detail—how many people did you assist? How long were you there? How big was the command? Were you responsible for a large budget?, etc. And REMEMBER—SPELL OUT ACRONYMS!! Once you have your hardcopy set, you upload it or can cut and paste into various employment websites.)*

October 2011- Present
Petty Officer 38rd Class , United States Navy
Walter Reed Military Medical Center
Bethesda, Maryland

- Recovering from a combat related injury, schedule and attended all appointments related to medical and nonmedical care.   Coordinate with recovery team and communicate information regarding challenges. Ensure that medical care and rehabilitative process were followed and all leadership kept to date with the attainment of recovery goals.

April 2011-October 2011
Petty Officer 3rd Class, United States Navy
Helmand Province, Afghanistan

- Instructor for
  - Basic Patrol Coordination
  - Combat Life Saver Course
  - Basic Sick Call Screening
  - Intravenous Therapy
  - Basic Hygiene
- Responsible for the care of a company size of Marine and Afghan security force operating in isolated location with minimal advise of senior medical care provider due to his capabilities as a combat corpsman
- Responsible for maintaining of Border Advisor Team medical readiness at 95% during pre-deployment training phase while deployed surpassing the Commanding Generals requirement by 20%.
- Served as an Advisor to Staff Non-Commissioned Officer in Charge and to Officer in Command on medical evacuation planning.

July 2010-April 2011
Petty Officer 3rd Class, United States Navy
Attached to Marine Expeditionary Force
Camp Lejeune, North Carolina

- Perform duties as assistants in the prevention and treatment of disease and injury and assist health care professionals in providing medical care to Navy people and their families.
- As Hospital Corpsman works varied of capacities and locations, including shore establishment such as Naval Hospital and clinics.
- Maintained Medical ready unit by providing immunization, health assessments, and well being on the service member and their families.
- Coordinated medical coverage for Marine unit evolutions exercises, including gas chamber, obstacle course, runs, hikes, basic unit physical training.
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November 2008-July 2010
Petty Officer 3rd Class, United States Navy
Naval Medical Center
San Diego, California

- ..

June 2006 -November 2008
Petty Officer 3rd Class, United States Navy
Religious Program Specialist
Okinawa, Japan

- …

THECNICAL SKILLS:
Microsoft:
- o Word
- o Excel
- o Power Point
- o Acess

EDUCATION:

High School Diploma
Lyman Memorial High School
Lebanon, Connecticut

Some College Courses (9 Credits completed)
Eastern Connecticut State University
Willimantic, Connecticut
Pursuing Degree in Business

Basic Hospital Corps School - Graduated October 2008
- Anatomy and Physiology
- Fundamentals of Nursing
- Management (of behavior emergencies)
- Management (trauma injuries)
- Nursing(clinical practicum)
- Patient Care(contaminated environment)
- Pharmacology
- Physical Assessment