

Federal Resume Guide



This packet is intended to serve as a starting point for creating or improving your resume for application to federal employment.

It includes sample resumes as well as best practices, helpful tips and resources for developing a successful document.

DePaul University's Peer Career Advisors are available on a walk-in basis to assist you with creating and/or improving your resume. Inquire about Peer Career Advisor Program hours by calling the Career Center at (312) 362-8437 (Loop Campus) or (773) 325-7431 (Lincoln Park Campus).

Contents

I.	Federal Resume vs. Traditional Resume	Page 2
II.	Best Practices.....	Page 3
III.	Standard Federal Resume Template.....	Page 4
IV.	Resume Samples (Entry Level).....	Pages 5-8
V.	Additional Career Center Resume Resources.....	Page 9

I. Federal Resume vs. Traditional Resume

- ❖ **Length:** When applying for federal internships or entry-level jobs, students can expect to have their resume be anywhere from 2 to 4 pages rather than the usual one page. This is due to the level of detail and required information that is needed for a federal resume.
- ❖ **Level of detail:** In order to create an effective federal resume you will need to go into more detail when explaining your duties and accomplishments in order to fully inform the employer of your background. The agency uses this information as a tool to assess your background and experience. If an employer notes a specific certification or skill set in a job description, make sure it is reflected on your resume.
- ❖ **Required Information:** Federal resumes require additional information such as the names of your supervisors, their contact information, your wages or salary, the amount of hours worked per week, the locations of your employment history, as well as start and end dates for those positions.

II. Best Practices

- ❖ **Be clear and concise:** Although you should be thorough in your resume you should not take two or three sentences to explain something when it can be done in one.
- ❖ **Address all periods of time:** If there are gaps in your work history make sure to address them in your resume.
- ❖ **Amend resume to fit the position:** If you possess a skill set that you feel would be beneficial or directly relates to the position you are applying for, be sure you indicate it on your resume.
- ❖ **Highlight skills and strengths with examples:** Make sure to provide a specific example of when or how you successfully utilized a particular skill or strength.
- ❖ **Be consistent with format:** Your resume should maintain a consistent format in regards to font sizes, font styles, and section placement so that the reader can quickly and easily review your resume.
- ❖ **Include a cover letter:** This will show initiative to the employer even when not required in the application process.
- ❖ **No acronyms:** Do not use acronyms in your resume. If you must include one then be sure to write the full name of the acronym being used.

III. Standard Federal Resume Template

First and Last Name

Address

Town, State and Zip code

Email address

Phone Number

Social Security #: (Be sure to remove from resume when attending public networking events or job fairs)

Citizenship: (Indicate USA)

Veterans Preference: (Indicate whether you are a veteran by putting yes along with the branch or no by putting N/A)

Federal Civilian Status: (This is referring to whether you currently hold a Federal position outside of the military.
Indicate Yes with current position and department or N/A)

Objective: To obtain a full time position in public service with (Indicate the Federal Agency and Department) as a
(Indicate the position including the announcement or vacancy number if one is available).

(Below are a variety of sections that you should seek to include in your resume with Employment History and Education being required.)

Employment History: (Required)

Name of Employer	Location	Time period of service
Position & Title	Salary or Hourly pay and Hours per week	
Supervisor Contact Information		

Education: (Required)

Relevant Coursework:

Relevant Experience:

Accomplishments:

Skills:

Certifications:

Additional Training:

Honors and Awards:

Volunteer Work and Community Involvement:

Activities:

Professional Associations:

IV. Resume Samples (Entry Level)

SAMPLE 1: Entry Level Resume (with study abroad experience)

Gracie Grant

123 Blessing Drive

SSN: xxx-xx-1234

Wilmington, IL 60808

Citizenship: United States

Email: ggrant@hotmail.com

Veterans Preference: N/A

Cell Phone: 312-555-5555

Federal Civilian Status: N/A

Vacancy #: 659-86744

State Department: Bureau of Democracy, Human Rights and Labor Education

Education

DePaul University, Chicago, IL

Expected May 2013

Bachelor of Arts, International Studies, History minor

Overall GPA: 3.58/4.00 & Major GPA: 3.85/4.00

Relevant Coursework: International Organizations, International Economics, Economics of Developing Countries, United States Foreign Policy.

Oak Valley East High School, Oak Valley, IL

High School Diploma, May 2009

GPA: 3.74/4.00

Awards

Dean's List: 4/4 college semesters

Global Scholars Award to study in Egypt and Morocco, January 2012

Global Scholars Award to study in Italy, January 2011

Sigma Iota Rho International Relations Honor Society

Skills

Proficient in Microsoft Office: Word, PowerPoint, Excel

Working knowledge of Adobe Acrobat

Languages: Arabic – oral and written novice

SAMPLE 1: Entry Level Resume Continued

Related Experience

Studied abroad in Italy during five week winter session in 2011. Traveled throughout the country with University professors while taking courses in Politics of Italy and Italian Fascism through Literature. Received an A for each course.

Will study abroad in Egypt and Morocco during five week winter session in January 2013. Courses will cover the effect of culture on leadership style and strategies to mobilize people to create positive change.

International Organizations Course: As a final project, collaborated with a group to design a international organization to combat drug trafficking. Individual grade A, group grade A-.

Elementary Arabic Course: Currently taking Arabic with plans to take an Arabic course every semester until graduation.

Employment History

Tutor; History Department, DePaul University 9/2011-Present

5-10 hours/week; \$9.00/hour

Supervisor: Professor Debbie Martens - dmartens@depaul.edu - may contact

- Grade homework, exams, and provide assistance for an Introduction to Public History and historical research methods.

Orientation Assistant; University Honors Program, DePaul University 6/2010-8/2011

40 hours/week; \$8.25/hour

Supervisor: Maria Para - mpara@udel.edu - 302-555-555 – may contact

- Coordinated and facilitated Honor Program aspects of the New Student Orientation for incoming freshman and transfer students.
- Participated daily in parents and student panels presenting personal experiences in the Honors Program and answering questions.

Camp Counselor; Art First Inc., Summer Art Camp, Hockessin, WI 5/2007-8/2009

15 hours/week; \$8.25/hour

Supervisor: Susan Ruth - 555-555-5555 – may contact

- Facilitated summer art camps for children ages 7-14.
- Worked with ceramics, clay, painting and other creative art activities.

SAMPLE 2: Entry Level Resume (with computer science background)

Michael Harvey Michael.Harvey@hotmail.com

3255 N. Lincoln Ave, Apt #5 - Chicago, IL 60614 - (555) 555 -5555

SSN: xxx-xx-1234

Citizenship: USA

Veterans Preference: N/A

Federal Civilian Status: N/A

Objective Digital Investigative Trainee GS-1899-00/00, Announcement 14-SV-CEOS-002,
Location: Washington DC, District of Columbia
Department Of Justice: Offices, Boards and Divisions

Education DePaul University, Chicago, IL Expected June 2015
Bachelor of Science in Computer Science
G.P.A. 3.5/4.0

Technical Skills Languages: C++, Visual Basic, Cobol, Java, HTML, JavaScript
Software: Word, Excel, PowerPoint,
Operating Systems: Windows, UNIX, DOS
Databases: Access, SQL, Oracle

Employment *Fitness Floor Supervisor-* Rey Meyer Fitness Center December 2011 - Present

History Chicago, IL 60614 25 hours/ week
Supervisor: Daniel Kemper- dkemper@depaul.edu \$10/ hour

Respond to all accidents and execute proper emergency procedures. Educate and enforce all policies and procedures. Ensure safe and proper use of all strength and conditioning equipment. Provide patrons with general orientation of strength and conditioning equipment. Provide accurate information to patrons or direct them to Fitness and Wellness Services. Execute routine inspections and troubleshooting of equipment. Clean and organize equipment on the fitness floor and studios.

SAMPLE 2: Entry Level Resume Continued

IT Database Management Intern- CVS Caremark

February 2013 - June 2013

Chicago, IL 60616

20 hours/ week

Supervisor: Marshal Glenn- 312-555-555

\$12/ hour

Collaboratively operated within the Oracle and SQL Server database department which is responsible for all break fix and request ticket activities as it relates to Database systems inside of CVS Caremark's retail environments. Attended learning and development sessions on company database usage. Worked both independently as well as on a team basis against key department initiatives such as updating database systems and data inputs to keep information up to date and accurate.

Sales Associate- OfficeMax

December 2009 - March 2011

Orland Park, IL 60487

25-30 hours/ week

Supervisor: Tom Hall- 708-555-555

\$9.50/ hour

Worked as a team with fellow staff to ensure that the operations of the store ran in an efficient manner. Assisted customers in finding the solution to their problems. Educated customers on store products and items. Organized the shipment area in order to allow for smooth transportation of items to the sales floor.

Activities

Secretary, Student Government Association

November 2011- Present

Coordinator, DePaul Community Service Association

November 2011- Present

Member, Computer Science Society

February 2012- Present

Member, DePaul Ambassador Club

December 2011- March 2013

Honors & Awards

Recipient, St. Vincent DePaul Scholarship

Recipient, Golden Key Award

Dean's List, 4 Quarters in attendance

V. Additional Career Center Resume Resources

The Career Center offers several options for getting help in creating and perfecting your resume. Take advantage of one or more of the following services available to students and alumni:

- ❖ **Peer Career Advising:** Peer Career Advisors have been specially trained to provide resume assistance and basic career services to the DePaul community. Peers are available on a walk-in basis during most business hours or via email at peercareeradvisor@depaul.edu for questions, job search advice, resume assistance, and cover letter critiques.

- ❖ **Videos and Resources:** Visit the Career Center's website at careercenter.depaul.edu to access resume and interview videos, Instant Message a Peer Career Advisor, or access this packet and other documents electronically.

DePaul University Career Center Contact Information

Lincoln Park Campus

2320 N Kenmore Ave, SAC 192

Chicago IL, 60614

(773) 325-7431

Loop Campus

1 E. Jackson Blvd, Suite 9500

Chicago IL, 60604

(312) 362-8437