

# Here's what your resume or application must contain

(in addition to specific information requested in the job vacancy announcement)

Announcement number, and title and grade( s) of the job you are applying for.

Full name, mailing address  
(with ZIP Code)  
and day  
and evening phone numbers  
(with area code)

Social Security Number

Country of Citizenship  
(Most Federal jobs require United States citizenship.)

Veterans' preference  
(See reverse.)

Reinstatement eligibility  
(If requested, attach SF 50 proof of your career or career-conditional status.)

Highest Federal civilian grade held  
(Also give job series and dates held.)

High School  
Name, city, and State  
(ZIP Code if known)

Date of diploma or GED

Colleges or universities

Name, city, and State  
(ZIP Code if known)

Majors

Type and year of any degrees received (If no degree, show total credits earned and indicate whether semester or quarter hours.)

Send a copy of your college transcript only if the job vacancy announcement requests it.

Give the following information for your paid and nonpaid work experience related to the job you are applying for. (Do not send job descriptions.)

Job title

(include series and grade if Federal job)

Duties and accomplishments

Employer's name and address

Supervisor's name and phone number

Starting and ending dates  
(month and year)

Hours per week

Salary

Indicate if we may contact your current supervisor.

**Job- related** training courses  
(title and year)

**Job- related** skills, for example, other languages, computer software/ hardware, tools, machinery, typing speed

**Job- related** certificates and licenses (current only)

**Job- related** honors, awards and special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (Give dates but do not send documents unless requested.)  
**THE FEDERAL GOVERNMENT IS  
AN EQUAL OPPORTUNITY EMPLOYER**

## JOB OPENINGS

For job information 24 hours a day, 7 days a week, call **912- 757- 3000**, the U. S. Office of Personnel Management (OPM) automated telephone system. Or, with a computer modem dial **912- 757- 3100** for job information from an OPM electronic bulletin board. You can also reach the board through the Internet (Telnet only) at FJOB. MAIL. OPM. GOV.

### APPLICANTS WITH DISABILITIES

You can find out about alternative formats by calling OPM or dialing the electronic bulletin board at the numbers above. Select "Federal Employment Topics" and then "People with Disabilities." If you have a hearing disability, call **TDD 912- 744- 2299**.

## HOW TO APPLY

Review the list of openings, decide which jobs you are interested in, and follow the instructions given.

**You may apply for most jobs with a resume, the *Optional Application for Federal Employment*, or any other written format you choose.** For jobs that are unique or filled through automated procedures, you will be given special forms to complete. (You can get an *Optional Application* by calling OPM or dialing our electronic bulletin board at the numbers above.)

## WHAT TO INCLUDE

Although the Federal Government does not require a standard application form for most jobs, we do need certain information to evaluate your qualifications and determine if you meet legal requirements for Federal employment. If your resume or application does not provide all the information requested in the job vacancy announcement and in this brochure, you may lose consideration for a job. Help speed the selection process by keeping your resume or application brief and by sending only the requested material. Type or print clearly in dark ink.