

RECOMMENDED RESUME FORMAT

In addition to specific information requested in each job opportunity announcement, your uploaded resume must contain the following information:

PERSONAL INFORMATION

- ✓ Full name;
- ✓ Mailing address (with ZIP code);
- ✓ Day & evening telephone numbers;
- ✓ Email address; and
- ✓ Country of Citizenship (most Federal jobs require US Citizenship).

EDUCATION

- ✓ High School (including name, city, state, and date of diploma or GED); and
- ✓ Colleges/Universities (including name, city, state, majors, and type and year of any degrees received. If no degree, show total credits earned and indicate whether semester or quarter hours).

WORK EXPERIENCE

For each period of work experience (both paid and nonpaid), include the following:

- ✓ Position title (include series and grade if Federal employment);
- ✓ Major duties and accomplishments;
- ✓ Employer name and address;
- ✓ Supervisor's name and telephone number;
- ✓ Starting and ending dates (must include month, year, and hours worked per week);
- ✓ Salary; and
- ✓ Indicate whether or not we may contact your current supervisor.

OTHER QUALIFICATIONS

- ✓ Job-related training courses (title and year);
- ✓ Job-related skills (ex. other languages, computer software/hardware, tools, machinery, typing speed);
- ✓ Job-related certificates and licenses (include only those which are current and expiration dates if applicable); and
- ✓ Job-related honors, awards and special accomplishments (ex. publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards).

REMINDERS

Be sure to check to required documentation section of the job opportunity announcement and include additional documentation and information as applicable, such as:

- ✓ An unofficial transcript if you are substituting education for experience or if the job opportunity announcement has a minimum education requirement;
- ✓ Veterans Preference (upload supporting documentation as required in the job opportunity announcement); and/or
- ✓ Reinstatement eligibility (if applicable, upload your most recent non-award SF-50 to verify your career or career-conditional status).