

Self-Study Guide to Uncle Sam Wants You: Federal Jobs and Internships for Students and Recent Graduates

PRE-READING

Federal programs for new graduates have recently been streamlined into three Pathways Programs: the Internship Program for students, the Recent Graduate Program for new graduates and those who have graduated within two years, and the Presidential Management Program for those with advanced degrees. These programs serve as a pipeline to assist the placement of young talent in Federal positions.

1. In what ways do the two federal student programs—the Internship Program and the Recent Graduates Program—differ?
2. What steps would you take to apply for the Internship Program positions?
3. Who can apply for the Presidential Management Fellows Program (PMF)?

POST-READING

Reflect

1. Discuss some of the advantages and benefits of working for the Federal Government?
2. What would be some drawbacks of working for the Federal Government?

Apply

3. Go to USAJobs at www.usajobs.gov and make a list of Internship Program or Recent Graduate Program jobs that would interest you.

Extend and Build

Activity

Using the tips below prepare a federal style resume you can use for applying online for federal positions.

Tips for Writing Your Federal Resume

- a. Writing a good federal resume begins with an analysis of a job vacancy announcement. Your resume should reflect the key words, buzz words, skills, and abilities used in the announcement.
- b. Federal resumes include more detailed information than standard resumes, such as all schools you attended. Length is not an issue. Don't worry about repetition.
- c. Include addresses and zip codes, telephone numbers and supervisor's names, and pay received, if possible.
- d. Include relevant courses you have taken; relevant papers you have written for class; service you have performed, skills you can use, activities you have pursued as well as jobs you have held.
- e. Use numbers to highlight accomplishments.
- f. Skills should be explained in detail and put in a context (e.g., oral Spanish-fluent conversational; written Spanish-read and write everyday materials).
- g. Show how you took leadership roles in some activity or even in the classroom.
- h. Include ways you saved time, managed time, saved money, and/or managed money.

Guide provided courtesy of the National Association of Colleges and Employers.

