

FEDERAL RESUME GUIDE

St. Mary's College of Maryland
CAREER DEVELOPMENT CENTER

TRADITIONAL

One to two pages in length

Scanned by software or human eyes to see if candidate's experiences match the job description

Built in word processing program

Bullet accomplishments

Uses bolding to highlight details

Information on resume provides basic personal information and work history details

FEDERAL

Three or more pages in length

Always scanned by a Human Resources staff member. HR staff will review application documents and give each candidate a score out of 100 (110 for veterans). Applicants who are "Best Qualified" and receive a score of 90 or above will be reviewed by the Hiring Manager to see if candidate's experiences match the job description.

Built in USA Jobs Resume Builder

Uses short paragraphs to describe position responsibilities and bullet points highlight key accomplishments

Uses ALL CAPS to highlight details since the USA Jobs Builder does not have a bolding function

Displays additional information including full mailing address, citizenship information, last four digits of social security number, security clearance information, veteran status, past employers names and contact information, salaries, etc.



SECTIONS OF A FEDERAL RESUME

PERSONAL INFORMATION

Includes

- Full legal name
- Permanent mailing address
- Phone number
- Country of citizenship
- Last 4 digits of your social security number
- Veteran's preference and reinstatement eligibility (if applicable)
- Security clearance grade (if applicable)

Example

ANDREW MARONEY

1010 Hagler Drive
Leonardtown, MD 20650
Phone: 410-555-8774
Email: akmaroney@smcm.edu

United States Citizen
SSN: xxx-xx-1234
Security Clearance: Secret (active)

POSITION INFORMATION

Includes

- Job Title
- Job Announcement Number
- Series & Grade

Example

OBJECTIVE: DON Pathways Internship Program (Student Trainee Contract),
GS-1199-03/04, Announcement: NE61199-04-1609865K

EDUCATION

Includes

- Degree title (s)
- Academic Honors (Dean's list, GPA if above 3.0, etc)

Example

EDUCATION

Bachelor of Arts in Biology, Anticipated May 2016
St. Mary's College of Maryland, St. Mary's City, MD
Cumulative GPA 3.67, Dean's List

EXPERIENCE

Includes

- Job/Experience Title
- Employer's name and location
- Description of duties and accomplishments starting with action verbs
- Supervisor's name and contact info
- Dates of employment
- Hours worked per week
- Salary
- Indicate whether or not they can contact this employer

Example

Student Intern, Chancellor's Point Project at Historic St. Mary's City, St. Mary's City, MD, 08/12 to present, Hours per week: 10; Salary: unpaid; Supervisor: Dr. Mary Sue Smith, 240-895-1234, may contact

Manages the rejuvenation of the Chancellor's Point Natural History Area, a historic nature landscape in southern Maryland. Plans and implements restoration activities and community educational events.

EVENT MANAGEMENT

- Organize 10 volunteers during a weekend restoration event at the nature center at Chancellor's Point
- Create and distribute advertisements for events through both print and electronic media platforms to the college community
- Recruit and train volunteers to help staff large events and educate visitors about the importance of preserving this historic site

ENVIRONMENTAL RESTORATION

- Reserve and demarcate trails by clearing overgrown brush and lining paths with natural materials
- Help develop tree nursery where native tree species can be grown for distribution to local groups

WRITTEN AND ORAL COMMUNICATION

- Serve as a liaison between St. Mary's College of Maryland and Historic St. Mary's City
- Developed and maintained a blog about the site's restoration and interacted with blog visitor's comments
- Increased blog traffic by 300% and visitor participation by 78%

OTHER POSSIBLE SECTIONS

Just like a traditional resume, you may want to organize your experiences by relevance and title your sections in a way that highlights your qualifications and brings your most relevant experiences to the top of your resume. Some sections you may consider including on your resume are below, but you are not limited to only these.

RELEVANT COURSEWORK
RESEARCH EXPERIENCE
CAMPUS INVOLVEMENTS
VOLUNTEER WORK

LANGUAGE SKILLS
TECHNICAL SKILLS
HONORS, AWARDS, & ACHIEVEMENTS
TRAINING AND CERTIFICATIONS

SECTIONS OF A FEDERAL RESUME