

# Federal Resume Writing Tips & Uploading/Building Resumes

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REDSTONE ARSENAL

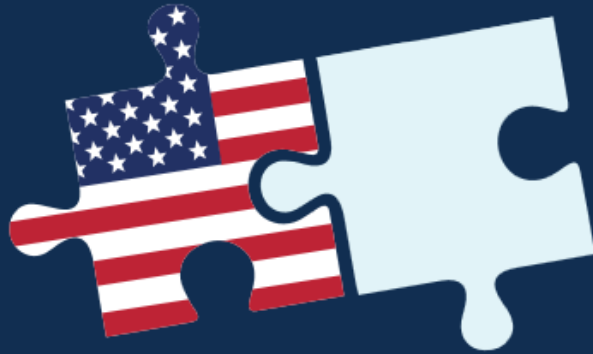
Keywords

Job title, Skills, Agency

Location

City, State, ZIP, or Country

Search



## SHAPE AMERICA'S FUTURE

Find your fit in the Federal Government

Create Profile

Create a USAJOBS Profile

Federal Application Process

Explore Opportunities

### Create a USAJOBS Profile



#### Save your favorite jobs and searches

Receive email updates from jobs you're interested in.



#### Upload your resumes and documents

Save and manage resumes and documents for your application.



#### Make your resume searchable

Your resume will be visible to recruiters searching our database.



#### Apply for jobs in the Federal Government

You can only apply online with a complete USAJOBS profile.

<https://www.usajobs.gov/>

# Hiring Paths to a Federal Government Career

## Explore Unique Hiring Paths

Hiring authorities are a way for the Federal Government to hire individuals who may fall under one of the following groups of people, including:



### I'm a current/former Federal employee

You may be eligible for a merit promotion.



### I'm a Veteran

You may be eligible for Veterans' Preference, as well as other veteran specific hiring options.



### I'm a Student/recent graduate

The Pathways Program offers federal internship and employment opportunities.



### I'm a Senior executive

You may be eligible for a SES position if you meet the five Executive Core Qualifications (ECQs).



### I'm a Former overseas employee

You may be eligible to be hired directly for jobs in the competitive service.



### I'm an Individual with a Disability

You may be eligible to apply for jobs and get hired without going through the full application process.



### I'm a Military spouse

You may be eligible to apply for jobs open to merit promotion candidates.



### I'm a Peace Corps or AmeriCorps VISTA alumni

You may qualify for non-competitive eligibility.



## Students & Recent Graduates

If you're a current student or recent graduate, you may be eligible for federal internships and job opportunities through the Pathways program.

[Home](#) / [Working in Government](#) / [Unique Hiring Paths](#) / [Students & Recent Graduates](#)



The Pathways Program offers federal internship and employment opportunities for current students, recent graduates and those with an advanced degree. There are three different paths available:

### Eligibility

<b>Internship Program</b>	<b>+</b>
<b>Recent Graduates Program</b>	<b>+</b>
<b>Presidential Management Fellows (PMF) Program</b>	<b>+</b>

# What should I include in my resume?

- ▶ Effective Resumes clearly articulate how your skills and experiences align to the selection criteria defined by the job opportunity announcement.
- ▶ Always tailor your resume to the job opportunity to which you are applying.
- ▶ Think about which keywords you need to add based on the skills required for the position. Just one keyword can have tremendous power and deliver a huge message.
- ▶ Study Job Opportunity Announcements and focus on the “requirements,” “skills” or “qualifications” sections of job ads, and look for “keywords” and desirable credentials for your ideal job.

# What should I include in my resume?(continued)

- ▶ HR Offices and Selecting Officials often receive dozens or even hundreds of applications for certain positions. The first step involves quickly skimming through submissions and eliminating candidates who clearly are not qualified. Look at your resume and ask:
  - ▶ Can a hiring manager see my main credentials within 10 to 15 seconds?
  - ▶ Does critical information jump off the page?
  - ▶ Do I effectively sell myself on the top quarter of the first page?

# What should I include in my resume?(continued)

- ▶ Key selling points need to be prominently displayed on the resume and directly address each question asked in the assessment section. For example, if an assessment question asks about your writing ability, detail that applicable experience in the resume.
- ▶ If you were a recruiter looking at a resume, which of the following entries would impress you more?
  - ▶ Wrote news releases.
  - ▶ Wrote 25 news releases in a three-week period under daily deadlines.

Numbers are powerful resume tools that will help your accomplishments draw the attention they deserve from prospective employers.

# What should I include in my resume?(continued)

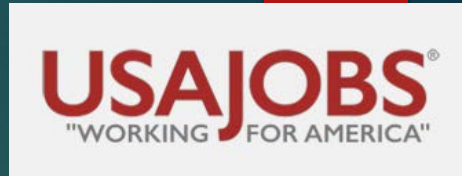
- ▶ Think Time - "Time is money." Organizations are constantly looking for ways to save time, perform work more efficiently, and meet internal and external deadlines. Here are some time-oriented examples:
  - ▶ Assisted with twice-monthly payroll activities, ensuring employees were paid as expected and on time.
  - ▶ Attended high school basketball games, interviewed players and coaches afterward, and composed 750-word articles by an 11 p.m. deadline.
  - ▶ Suggested procedures that decreased average order-processing time from ten minutes to five minutes.



# What should I include in my resume?(continued)

- ▶ Do not include the following types of information in your resume: classified or government sensitive information, Social Security Number (SSN); personal or sensitive information which would allow someone to discriminate against you (age, gender, religious affiliation, etc.), or a photograph of yourself.
- ▶ Remember you are in a competition - Don't be humble but don't be dishonest either.
- ▶ Always include a cover page. Remember, you want to stand out!
- ▶ Don't waste your time. Thoroughly review the Job Opportunity Announcement to ensure you apply for positions that you are fully qualified for.

# Uploading & Building Resumes in USAJOBS



- ▶ USAJOBS allows you to store up to 5 resumes that can be used to apply online to government agencies.
- ▶ You have two choices in USAJOBS for Resumes – Upload or Build.
- ▶ Upload Resume
  - ▶ Traditional Resume (usually 1 or 2 pages). Just keep in mind that you may not be able to adequately capture your experience and education as it relates to the announcement.
  - ▶ Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX).

Keywords

Job title, Skills, Agency

Location

City, State, ZIP, or Country

Search

Profile Complete

## Welcome Lynn [Sign Out](#)

Your profile is complete and you're able to apply for jobs on USAJOBS.

HOME

1 APPLICATION

0 SAVED JOBS

1 SAVED SEARCH

PROFILE

Active Archived

DOCUMENTS

Filter by Application Status



USERNAME & PASSWORD

Sort by Last updated

Notifications

### Supervisory Human Resources Specialist (Classification/Recruitment & Placement)

Field Operating Offices of the Office of the Secretary of the Army

Huntsville, Alabama

Closed 5/18/2015

Selected

Last updated 5/18/2015

Profile Complete

RESUMES

# Documents - Resumes

HOME

OTHER DOCUMENTS



## Get noticed by recruiters—make your resume searchable





If you make your resume searchable, your profile and resume will be visible to recruiters searching our resume bank. Only one resume can be searchable at a time.


DOCUMENTS

USERNAME & PASSWORD

Resumes (4/5)

Help

View	View	View	View
			
<b>HR Direc...sume.pdf</b> <i>Uploaded 08/15/16</i> <a href="#">Delete</a>	<b>HR Director1</b> <i>Built 08/15/16</i> <a href="#">Edit</a> <a href="#">Duplicate</a> <a href="#">Delete</a>	<b>HR Specialist</b> <i>Built 01/06/14</i> <a href="#">Edit</a> <a href="#">Duplicate</a> <a href="#">Delete</a>	<b>Supervis...ecialist</b> <i>Built 12/10/14</i> <a href="#">Edit</a> <a href="#">Duplicate</a> <a href="#">Delete</a>
<input type="checkbox"/> Searchable	<input type="checkbox"/> Searchable	<input type="checkbox"/> Searchable	<input type="checkbox"/> Searchable

  
Upload or build resume



## Add New Resume

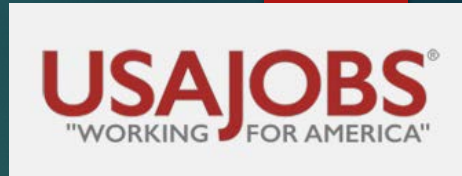


Build resume



Upload resume

# Building Resumes in USAJOBS



- ▶ Build a Resume with the USAJOBS Resume Builder
  - ▶ Easy tool that allows you to structure a resume that HR Specialists and Hiring Managers are familiar with.
  - ▶ Covers all areas that should be included within a traditional resume (Experience, Education, References,
  - ▶ Allows you to view, edit, duplicate or delete stored resumes.
  - ▶ Federal Employee resumes average 5 pages and are tailored to the job announcement.
  - ▶ You can access resumes from any location with internet access.

# Build a Resume with USAJOBS Resume Builder

1.

Resume Name *Required*

Next

2.

Resume Name *Required*

HR Position

Click on Add Work Experience to enter information related to your jobs.

I do not wish to provide work experience

Next

3.

**Work Experience** ⓘ All fields are required unless otherwise noted

Employer Name  Formal Job Title

Employer Address 1  Start Date  Start Year

Employer Address 2  *Optional* End Date  End Year

Country  Salary  *Optional* Currency  Salary Rate

Postal Code  Average Hours per week

City/Town  May we contact your supervisor?  
 Yes  No  Contact me first

State/Territory/Province  Is this a Federal Civilian position? ⓘ  
 Yes  No


Duties, Accomplishments, and Related Skills  (5000 characters remaining)

Problems with formatting when pasting from Microsoft Word?

# Build a Resume with USAJOBS Resume Builder

4.

Resume Name *Required*  
HR Director1 Edit

 READ THIS - important notice before listing your education! Only list degrees from accredited schools or other education programs that meet the provision of the [Office of Personnel Management's Operating Manual](#).

Add Education to enter information related to your educational programs.

Add Education

I do not wish to provide education

Previous Next

5.

Resume Name *Required*  
HR Director1 Edit

Click on Add Reference to add a professional or personal reference. You may have up to 5 references.

Add Reference

References available upon request

Previous Next

6.

Resume Name *Required*  
HR Director1 Edit

**Job Related Training**  
Add Job Related Training

**Language Skills**  
Add Language

**Organizations/Affiliations**  
Add Affiliation

**Professional Publications**  
Add Publication

**Additional Information**  
Add Information

Previous Finish

# Uploading Supporting Documents





RESUMES

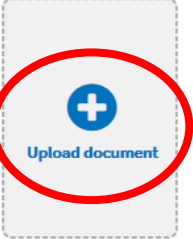
**OTHER DOCUMENTS**

## Documents

### Other Documents (4/10) [Help](#)

Document examples: DD-214, SF-15, SF-50, OF-306, Transcripts.

 <b>View</b> Bradley DD-214.pdf <i>Uploaded 11/06/14</i> <a href="#">Edit</a> <a href="#">Delete</a> DD-214	 <b>View</b> Transcript.pdf <i>Uploaded 11/07/14</i> <a href="#">Edit</a> <a href="#">Delete</a> Transcripts	 <b>View</b> USACE Co...tter.pdf <i>Uploaded 06/23/15</i> <a href="#">Edit</a> <a href="#">Delete</a> Cover Letter	 <b>View</b> VA Memo.pdf <i>Uploaded 11/06/14</i> <a href="#">Edit</a> <a href="#">Delete</a> Veteran Other
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**Upload document**

Uploaded documents must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF or Word (DOC or

### Do not include in documents

- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age, gender, religious affiliation, etc.
- Encrypted and digitally signed documents

### Additional Help

[Where can I find forms that may be necessary when applying?](#)

## Add Document

*All fields are required*

Document Name

Please enter a unique name for your document (100 character maximum).

**Document type**

<input type="radio"/> Cover Letter	<input type="radio"/> SF-15
<input type="radio"/> DD-214	<input type="radio"/> SF-50
<input type="radio"/> ECQ	<input checked="" type="radio"/> Transcript
<input type="radio"/> OF-306	<input type="radio"/> Veteran Other
<input type="radio"/> Other	

[Select New Document](#) [Complete Upload](#)



Now  
you're  
ready to  
search  
and apply  
for  
positions.

Good  
Luck!

[← Back to Search results](#)

## Materials Engineer (Recent Graduate)

FIELD OPERATING OFFICES OF THE OFFICE OF THE SECRETARY OF THE ARMY

[Agency Contact Information](#)

2 vacancies in the following locations:

[Redstone Arsenal, AL](#)

[Watervliet, NY](#)

Work Schedule is Full Time - Recent Graduates

Opened Tuesday 10/4/2016

(0 day(s) ago)

[Closes Monday 10/10/2016](#)

(6 day(s) away)

**Salary Range**

\$45,512.00 to \$56,015.00 / Per Year

**Series & Grade**

GS-0806-07/07

**Promotion Potential**

12

**Supervisory Status**

No

**Who May Apply**

Student/Internship Program Eligibles

**Control Number**

452158200

**Job Announcement Number**

NCAT166430681815350PR



Apply

### Job Overview

#### Summary

Civilian employees serve a vital role in supporting the Army mission. They provide the skills that are not readily available in the military, but crucial to support military operations. The Army integrates the talents and skills of its military and civilian members to form a Total Army.

**About the Position:**

This position is part of the Army Civilian Training, Education, and Development System (ACTEDS) and is a CIVILIAN position with the Department of Army. The incumbent will serve as a Materials Engineer trainee.

- This is a Career Program (CP) #16 position.
- Position(s) will be filled under the Department of the Army Recent Graduates Program.

Click [here](#) for more information on Pathways program participants.

The Department of the Army Recent Graduates Program affords developmental experiences in the Department of Army intended to promote possible careers in the civil service to individuals who have recently graduated from qualifying educational institutions or programs. Successful applicants are placed in a dynamic, developmental program with the potential to lead to a civil service career in the Federal Government.

How to Apply



Required Documents



# Questions

