

# FEDERAL RESUME WRITING TIPS



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## FEDERAL vs CIVILIAN RESUME

The biggest difference between the federal and civilian resume is the length. Usually, the federal resume is much longer (4-5 pages) than the civilian resume (1-2 pages), due to the detailed information requirements.

While every federal resume will be unique to each job applicant, most are required to be in compliance with a certain format (i.e. USAJOBS) and content specifications. A Federal Resume example can be found on USAJOBS.



**Thoroughly read the job announcement and tailor your federal resume to the position. Clearly demonstrate what you did and how you did it.**

**- Geraldine Trilles, 2020**  
Staffing and Recruitment Branch Head



## REQUIRED INFORMATION FOR FEDERAL RESUMES IN ADDITION TO WORK EXPERIENCE & OTHER QUALIFICATIONS

- Personal Information: Full name (with middle initial if applicable), address, phone number, and email address
- Street addresses, city, state and zip code of employers within the past ten years
- Month and year of each job held within past ten years – include hours per week worked
- Supervisors' name and phone number (and whether they may be contacted)
- Education: Majors and colleges with city, state, and zip code and number of semester hours
- Security clearance level and Citizenship

**FEDERAL RESUME WRITING TIPS**  
<https://bit.ly/Fedresumetips>

For more information visit <https://www.navfac.navy.mil/swcareers>

## REQUIREMENTS FOR ALL NAVFAC SOUTHWEST POSITIONS

- Must be a US Citizen aged 18 or older at time of hire
- Male applicants must be registered or exempt from U.S. Selective Service [www.sss.gov](http://www.sss.gov)
- Must be determined suitable for federal employment (process includes a background check and fingerprinting)
- Must participate in the direct deposit pay program
- May be required to successfully complete a probationary/trial period
- New employees to the Department of the Navy will be required to successfully pass the E-Verify employment verification check. To learn more about E-Verify, including your rights and responsibilities visit [www.dhs.gov/E-Verify/](http://www.dhs.gov/E-Verify/)
- Within the Department of Defense (DoD), the appointment of retired military members within 180 days immediately following retirement date to a civilian position is subject to the provisions of 5 United States Code 3326

## FEDERAL RESUME EXAMPLE

<https://bit.ly/fedtemplate>

## TIPS FOR SUCCESS

- Read the job listing on our board for the position's requirements
- Use words and terms from your career field/trade to show someone who DOES NOT know you, how you meet/exceed the requirements
- The more detail the better
- Experience does NOT have to be paid

## DON'T FORGET

- Use plain language and avoid using acronyms, so your résumé is easily understood
- Customizing your résumé helps show how you meet the requirements of the job
- List your most recent experience first
- Include your experience and/or education related to the qualification's requirement
- Writing an effective résumé helps show the hiring agency you are the person they need!



For more information visit <https://www.navfac.navy.mil/swcareers>