

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
- 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/
- 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>