

# Sample Resume

## FEDERAL

### Amy Federal

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Citizenship: United States

Highest Federal Civilian Grade Held: N/A

Security Clearance: N/A

Veteran's Preference: N/A

### WORK EXPERIENCE

#### Systems Analyst and Research Intern, May – August 20XX

University of Maryland Medical Center, 737 W Lombard St #116, Baltimore, MD 21201

Supervisor: Mary Will, (000) 000-0000; Yes, you may contact

Salary: \$18/hour; 20 hours a week

Helped six departments in the Center enter, retrieve and manage data for 1,000+ patients using the hospital's specialized software.

*RESEARCH SKILLS:* Worked with researchers on patient follow-ups for longitudinal studies. Evaluated project proposals to assess feasibility issues and provided alternatives. Consulted with management, and technicians to determine computing needs and system requirements. Utilized updated systems to locate patients whose next visit was approaching to send them an appointment message.

#### Resident Assistant, August 20XX – May 20XX

University of Maryland, 2101 Annapolis Hall, College Park, MD 20742

Supervisor: Pat Employer, (000) 000-0000; Yes, you may contact

Salary: unpaid; 10 hours a week

Supervised a floor of 40 residents and created programs and activities designed to meet the needs of residents on the floor. Served 8 hours of on-call duty once a month.

*COMMUNICATION SKILLS:* Presented information to students about emergency procedures. Communicated resource referrals to students on an individual basis by analyzing their needs and providing contact information to campus support offices. Educated residents on public safety rules and communicated infractions to the appropriate support office. Logged written details related to judiciary, maintenance, and program evaluations into a secure database.

*ORGANIZATIONAL SKILLS:* Planned over 10 community development programs for 150 residents. Decided on program topics by analyzing residents' needs and knowledge level of campus resources. Recruited guest speakers to present on topic areas and reserved space for each event. Created an advertising campaign for each program by developing fliers, posting to social media, and using word of mouth strategies.

### EDUCATION

University of Maryland, College Park, MD, May 20XX

Bachelor of Arts in Psychology

GPA: 3.4/4.00 Credits Earned: 132 Semester hours

#### Relevant Coursework, Licenses and Certifications:

CERTIFICATE: Certificate in Latin American Studies; University Honors Program Citation

STUDY ABROAD: Spent three months in Chile studying Contemporary Chilean Culture and Society

HONORS: Pimannum Honor Society (April 20XX); The National Society of Collegiate Scholars (November 20XX)

### ADDITIONAL INFORMATION

#### LEADERSHIP EXPERIENCE

Member, Intramural Soccer, UMD, September 20XX – Present

Member, Cyber Security Club, UMD, August 20XX – Present

Volunteer, Obama Campaign, January – November 20XX

- Canvassed and operated a phone bank for the campaign office in Prince George's County.

#### SKILLS

Computer: SPSS software, SATA (Data Analysis and Statistical Software), Argo, Python, Social Media tools, Emerald, MS Excel, MS Word, MS PowerPoint, Photoshop

## FEDERAL RESUME TIPS

Use the example to the left to gain ideas of how to highlight your skills and experiences on your federal resume. If you will be applying to positions posted on USAJobs, use their "build your resume" feature to get started.

### Include Required Information:

- Agencies will want to know your location of preference, previous federal experience, citizenship, GPA, previous employer's contact information, etc. More information is requested, compared to the private sector resume.

### Be Descriptive:

- Provide concrete examples of desired skills. Consider using the STAR method to articulate specific examples of your skills, including the tasks required, actions you took and the results.
- The paragraph form is more accepted on a federal resume because it makes this type of experience sharing easier.

### Format:

- Federal resumes may be two-three pages (depending on your experience).
- You may use personal pronouns sparingly.
- If you are applying outside of USAJobs, follow all application instructions closely. Agencies vary on application material preferences.
- Some agencies may accept paper resumes at career fair or networking events. Consider adding an objective and make sure the format is easy to read and highlight your skills.

### Customize:

- The USAJobs Resume Builder only offers a couple of section headers in a certain order that cannot be changed. But you can include customized headings within those sections to highlight a desired skill, project, honor, or leadership experience.
- Identify the required skills for each position on USAJobs under the "Qualifications" section as well as in the "Vacancy Questionnaire". Include examples of those skills in your "Work Experience" section.
- Consider including an objective that details what you are applying for and why you are interested in that agency. The intelligence community especially looks for this information.