Government Resumes are Different than Private Sector Resumes

Requires More Detail

&

Used to Determine Basic Qualifications

GENERAL INFORMATION

Job Applying For: Title, Announcement Number, Position Grade

Your name (First, MI, Last), abbreviated SSN (last 4), Date of Birth, address, contact numbers for day and night (with Area Code), Citizenship Information, Re-instatement Eligibility (if applicable), and highest grade held (if applicable, must attach latest SF-50)

EDUCATIONAL INFORMATION

* High School: Name, Location, Date Graduated

* College/University: Name, Location, Degree if applicable, Major Field of Study, Semester/Quarter hours completed, Date of Degree if applicable.

No need to attach transcripts UNLESS substituting education for experience

Military transcripts not accepted (e.g, VMET and others)

WORK EXPERIENCE
(Bulk of the Resume)

* Dates Job Held: Must Have Month and Year

(starting and ending)

* Job Title, Grade, Address, Starting and Ending Salary, Supervisors name/phone number

* Work Performed: Write to the Specialized Experience

EXAMPLE

Specialized Experience: Must have 18 months experience Troubleshooting, repairing, maintaining, servicing, inspecting, and Modifying aircraft to include installing equipment on aircraft using Diagrams and technical publication. Resume must reflect Military and non-military experience related to the position for Credit.

From 2002 to 2004 I was a crew chief. **(NO)**

From Mar 2002 to Oct 2004 I served as the crew chief on a C-130 where I used testing equipment to troubleshoot malfunctions with systems. I repaired, maintained, serviced, inspected, and modified systems on the aircraft daily in the performance of my job. I use tech orders and manufacturers drawings and diagrams to determine proper maintenance procedures on assigned aircraft. **(YES)**

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EXAMPLE

Specialized Experience: Must have 36 months experience in work that involved the planning and delivery of customer support services, including installation, configuration, troubleshooting, customer assistance, and/or training in response to customer requirements. Quality of experience must be sufficient to plan, implement, and manage problem management systems designed to effectively recognize, report, track, and resolve problems.

- Coordinate with staff and troop elements to troubleshoot computer hardware and software
- Configure workstations in accordance with ADP standards and policies.
Languages/Technologies: C/C++, Java, Perl, XML, ADA, WML, etc. **(NO)**

Remember we are not experts in all fields.
Tell us what you do in understandable terms.

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- From 2 Jan 2000 to 4 Oct 2004 provided customer computer support to the 134th ARW by installing, configuring, and troubleshooting computer systems within the wing. Using the computer work order system, I planned the delivery of customer support based on the priority of the need to the customer and the base as a whole. I developed a system to track, report and resolve problems using historical problem data and projected needs information. I also planned training classes for new software introduced as well as to address common problem areas. Fluent in the use of various computer languages such as C/C++ and Java. **(YES)**

Knowledge, Skills and Abilities (KSAs)

- Embed within work experience
- Used by personnelists to validate experience
- Be very Specific and tell us How

Biggest Problems

No Specific Dates (provide month and year)

 If only year is provided, we can only "partially credit" that year

Limited Description of Duties Performed (provide enough info to convey the specialized requirements that you individually performed in the job)

Generic Resumes (One resume used for a variety of jobs - will work <u>only</u> if you are very specific and personnelist can extract the specialized experience for all jobs, which is **not** the norm)

Not showing both military and civilian experience (Credit is applied for both your and civilian jobs, except for overlapping periods. Inactive Duty and Active Duty time can increase your chance of experience and time needed to qualify for the position)

Final Notes

Do not attach the following to your resume:

- Recommendation Letters
- Training Certificates (Unless specifically required in Announcement)
- Transcripts (unless applying for a position that allows credit for education)
- Other documentation (e.g., DD214s, appraisals).
  Take them to the interview

Let a Second Pair of Eyes Look Over Your Package

Make sure you include everything that is required and check the USAJOBS to ensure all items posted.