



NATIONAL PARK SERVICE
EXPERIENCE YOUR AMERICA

PREPARING A RESUME FOR FEDERAL GOVERNMENT EMPLOYMENT

Your resume may be the only time you get to present yourself to a Federal employer. There may not be a follow-up phone call or face-to-face interview. So you've got to sell yourself through your resume. While a one-page resume may be appropriate for private sector employment, it's **NOT** appropriate for Federal employment. The more relevant information about yourself you can provide, the better your chances. The following information is presented to help you market yourself effectively to a Federal employer:

What's Required in a Resume?

- Name, mailing address, phone number (include a permanent home number and any temporary phone number), Social Security Number, and if you have an e-mail address, include it
- Job title and job announcement number (so they can match your resume to the right job)
- Pay range or grade you are willing to consider
- Highest level of education (list names and addresses of schools attended, major(s), degree and year degree was attained)
- Are you a citizen of the United States?
- Do you claim veteran's preference? If so, attach the DD 214 form or other proof of service.
- Other job qualifications or relevant training.
- If you have ever been employed as a civilian Federal employee or are eligible for reinstatement based on previous Federal status, include the job title and highest grade attained. Also attach a copy of your most recent SF-50, Notification of Personnel Action.
- Original signature on your resume. The resume can be a photocopy, but the signature may not be a photocopy.
- Work experience (see next section)

Work Experience

- Look at the Knowledge, Skills, and Abilities (KSA's) listed on the job announcement. You should be able to demonstrate these skills or abilities or possess this knowledge for the job. Highlight your work or education relative these KSA's.
- Include all paid and non-paid experience to show your experience in these areas. Don't forget to include volunteer and other non-paid experience. For example, if you were the finance chair of your church's annual bazaar, you will have experience in planning a function, managing a budget, handling cash, and preparing financial reports. Don't underestimate your experience, describe them in detail.
- For each work experience, include the salary, hours worked per week, and the specific dates your worked. (For example, use June 1, 1999 through September 15, 1999 instead of June 1999 through September 1999. In the Federal government, the amount of time you worked may have impact on what salary you will be paid.)
- Don't forget to include honors, awards, or other recognition bestowed to you.
- Select individuals who know your work as references. As a courtesy, get their permission beforehand to list them on your resume.

Writing Tips

- Some tips on writing your Federal resume:
 - Use active verbs
 - Be specific (don't generalize and don't use abbreviations)
 - Describe your work, not the work of others
- Check your spelling and grammar
- If possible, type your resume. If this is not possible, print legibly.
- If you are providing a copy of the resume, make sure it is a clear copy.

*The National Park Service cares for special places
saved by the American people so that all
may experience our heritage*