

Example 1-PAPER FEDERAL RESUME

ERICKSON S. YATES

625 16th St., N. E. # 7

Washington, D.C. 20017

E- mail: EricksonYates@hotmail.com

Social Security No.: 000-00-0000

Citizenship: United States

Citizenship: United States

Federal Civilian Status: N/A

OBJECTIVE:

Writer- Editor, U.S. Department of State, Office of Publications

SUMMARY OF RELEVANT SKILLS:

- Research: Legislative, newspaper, Internet, Lexis/ Nexis, International, Library of Congress, original research through email/ Internet writing.
- Writing; Reports, correspondence, emails, PowerPoint copy, web content, newspaper articles, newsletter content.
- Communicating in Writing: Proficient in and enjoy researching, writing and editing all forms of reports, correspondence, and communications.
- Project Coordination: Compiling information, planning and coordinating the completion of projects: tracking status, and managing details.
- Liaison and Scheduling: organized and efficient in scheduling and following- up on details and meetings.
- Languages: American Sign Language and Costa Rica Sign Language; writing in English and fluent in Spanish.
- Computer skills: Microsoft Suite: Ms Word, PowerPoint, Excel, Keyboard 50 wpm
- Resourceful and Creative: Able to complete projects, research information and meet deadlines through hard work and resourcefulness.

EDUCATION:

Gallaudet University, Washington, D.C., May 2003

Bachelor of Arts, Government and Spanish

GPA: 3.348. Semester hours: 138.

Honors & Awards:

Phi Sigma Iota Award (Foreign Language Honor Society).

Athletics Volunteer Award, Admissions/ Concession Staff.

Dean's List, Gallaudet University, Spring 20xx. Fall 20xx, and Spring 20xx.

Theatre Carpenter Award, Gallaudet University Theatre Arts Department.

Represented Gallaudet College at the Department of State's "Disability Mentor's Day". Met Secretary of State Colin Powell. Was photographed with Mr. Powell and quoted in State Magazine, December 20xx, p.19,
<http://www.state.gov/documents/organization/27053.pdf>

Research Paper Topics

History of Republic of Costa Rica
Eisenhower- Desegregating Schools and the Supreme Court
Hispanics Immigration in United States
Antonio Magarotto and World Federation of the Deaf

Georgia School for the Deaf, Cave Spring, Georgia, Diploma, May 1998

INTERNSHIPS- LEGISLATIVE AND ASSOCAITION

Student Intern, Costa Rica National Association of the Deaf

Asociacion Nacional de Sordos de Costa Rica (ANASCOR), San Jose, Costa Rica
Assisted the President and Board members by researching newspaper articles related to deaf community and ANASCOR, events and special projects. Supervisor: Jose Rene; (202)-444-4444; Yes, you may contact; Salary: \$10/hour; 25 hours per week; Sept- Dec.20xx

Staff Assistant, U.S. Senator Max Cleland, United States Senate, Wash., D.C.

Participated in the legislative process, including research on legislative issues, feeding information into database and drafting correspondence to Georgia constituent. Supervisor: Tiffany Edwards; (202) 444-4445; Salary: \$8/hour; 20 hours per week; Summers 20xx, 200xx

ADMINISTRATIVE EXPERIENCE- THREE YEARS:

Postal Aide, Gallaudet Post Office, Gallaudet University, Washington D.C.,
Student Assistant, the office of the Provost, Gallaudet University, Wash., D.C.,
Lab Assistant, Government and History Department Computer Lab
Gallaudet University, Washington, D.C.

Conclusion

Developing the content of your federal resume is your most important task in applying for a federal job. To help you stand out, build the content through analyzing keywords, research appropriate announcements, include your best core competencies, and make sure that you use the correct application format, following the announcement instructions.

We're almost finished with the research and writing! One more writing step, than its, time to apply for federal jobs!