

## Resume Sample: Government

How are government resumes different than “regular” resumes? First and foremost, it’s about length. Government agencies do not hold applicants to the one page rule. You can describe your experiences in detail, without worrying about a page length restriction; though, it’s unusual for a government resume for a college student or recent graduate to exceed two pages. When applying for full-time positions with the federal government, you are strongly encouraged to create a profile on [www.USAJobs.gov](http://www.USAJobs.gov) and use their Resume Builder tool. The resume you develop with Resume Builder will be very similar to a resume created by following the Patri Ot sample at the end of this document. It should differ though, in the amount of detail you include to comprehensively describe your experiences, knowledge, skills, and abilities in order to better address points in the position description. This tip sheet walks you through the steps to create a federal resume, appropriate for use in meeting federal recruiters at job fairs, information sessions, or other networking events. Additionally, this resume format can often be used to apply to internship opportunities - which usually do not require use of the Resume Builder tool.

In general, you can follow these same guidelines to create a resume for use with local and state governments.

- 1** **Identifying Information:** (required section) Utilizing this format will use the least amount of document space. Because most federal agencies conduct background checks on applicants, they expect you to include your address, phone number, and e-mail address. Within this section, you can also include information about Citizenship and Veteran’s Preference. Most federal jobs and internships are open only to U.S. citizens\* so it is important to list your citizenship near the top of the resume. Veteran’s Preference can be claimed by anyone who has served active duty in the U.S. Armed Forces, spouses of disabled veterans, and widows of veterans, among others. When comparing applicants with similar qualifications, this preference can be used by the hiring agency to move a veteran ahead of the competition. You should either list “N/A” (for not applicable) or “Yes” in this area. When “yes” is listed for Veteran’s Preference, it is crucial to list the number of points you are entitled to based upon the number of years of service, level of combat, and medals received. To determine that point value, go to: [http://federaljobs.net/veterans.htm#Veterans\\_Preference](http://federaljobs.net/veterans.htm#Veterans_Preference)
- 2** **Objective:** (required section) The objective statement is the title, pay grade, employing agency, and job announcement number for the position to which you are applying. If there are multiple locations available and you are applying for only one, you may also add the location between the employing agency and the job announcement number. The information needed for this section is typically found on [www.USAJobs.gov](http://www.USAJobs.gov).
- 3** **Education:** (required section) List all colleges or universities attended and include any study abroad programs completed. Be sure to list degree(s) earned or in progress, date(s) of graduation, and all GPAs, especially if above 3.4. (A GPA of 3.4 or above may make you eligible for a higher pay grade or starting salary.) If you did not earn a degree from a place listed (i.e., when referencing transfer course work), include the attendance time period (e.g., June 2010-August 2011). Listing information about your high school education is optional, but is recommended if you are a freshman or sophomore applying for an internship, or when you have achieved high school honors, held leadership roles, acquired relevant experiences, or if the high school location is near the agency location.
- 4** **Academic Honors:** (optional section) If you are the member of an honor society, you will receive special consideration and/or may be eligible for a higher pay grade. Other honors that may be listed here include: Dean’s List recognition, department awards, competitive scholarships based on academic performance, and designations awarded at graduation.
- 5** **Relevant Courses:** (optional section) Traditional aged college students will strengthen their resume by listing courses they have taken relevant to the position. Those who are completing a degree after having been in the full-time workforce for at least two years may delete this section altogether if that work history includes

If you are trying to meet the minimum qualifications for a position with your educational background, you will need to include the Relevant Courses section and list courses completed that relate to the specific subject areas listed in the position description. Additionally, you will want to include a Papers and Presentations section if applicable.

**6** Papers and Presentations: (optional section) During your relevant courses, you may have been tasked with significant research projects and/or presentations regarding topics relevant to the position for which you are applying. Government agencies want to know that you are capable of conducting significant research using multiple, verified sources and that you are able to write clear, concise, well-constructed papers about the topic. They also value presentation skills – public speaking, fielding questions, creating a cohesive presentation – because these are all common responsibilities in government work. Describe a research paper by listing the title or thesis along with any resulting publications. For a presentation, describe the audience (number in attendance, demographic information), length of presentation, audio-visual technology used (e.g. Power Point slides), and other delivery method details as applicable (e.g., use of discussion groups).

**7** Relevant Experience: (strongly suggested section) This section should be populated with jobs, internships, volunteer opportunities or other experiences that are relevant to the position for which you are applying. These experiences may be paid or unpaid and may include short-term activities or experiences from several years past, as long as they are relevant to the position. Provide the reader with the organization's name, location (just city/state), position title, and time frame worked. Then, create sentences that fully describe your accomplishments in the position. Use the formula "action verb + task + importance or value added" to illustrate your contribution to the organization. Do not simply provide a list of duties performed. Impress the reader with quantitative data such as number of employees supervised, percentage increase in profits or efficiency, number of units managed in an inventory control setting, number of phone calls or inquiries successfully directed, etc.

- Ineffective Example: Compile research and prepare reports.
- Effective Example: Compile research relating to more than a dozen current cases, collecting background information and preparing debriefing reports for Chief Investigative Officer.

While it is important to be complete in your descriptions, it is also important to be concise. Do not write paragraphs for your descriptions. Use bullet points to create emphasis and to highlight the most significant accomplishments and responsibilities. TIP: If you have a copy of the position description for any of your current or past experiences, refer to it as you are writing text for your resume. Position descriptions often contain the Knowledge, Skills, and Abilities (KSA's) needed to effectively perform a job, so you want to make sure that you are emphasizing the KSA's that you have acquired – or are in the process of developing, with a focus on

accounting for the KSA's which would be needed in the position for which you are applying.

**8**

Skills: (optional section) Another place to emphasize relevant KSAs is in the Skills section. While you may have provided examples of the ways you've obtained and utilized these skills in your Relevant Experience descriptions, this is a place to quickly document your skills and to introduce skills not already described. Make sure to give an indication of skill level when listing language skills.

**9**

Specialized Training and Certifications: (optional section) If you have been through special training that relates to the position for which you are applying, such as CPR/ First Aid, conceal-carry weapons training, or code breaker training, you should list it in this section. Certifications and licensures may also be described here. Just list the item and the date acquired. If the training was provided by an employer or internship site, and did not have a formal title, but is relevant to the position for which you want to qualify, feel free to provide a brief explanation of it.

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Leadership and Athletic Activities: (optional section) Leadership and Athletic Activities do not need to be placed together on a federal resume. However, Patriot happens to be very active in athletics and is also displaying leadership by being a team captain. You may have leadership activities that have nothing to do with sports. You may also have athletic activities which are hobbies and therefore not necessarily relevant enough to include on the resume. This section should be used to describe leadership opportunities in any aspect of your life (e.g., college, community involvement, etc) – any time when you've directed, managed, delegated, coordinated events, activities, or people.

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Additional Work Experience: (optional section) In this section, you'll enter positions held that represent lesser selling points. Follow the same guidelines as in the relevant experience section for creating solid descriptions of your accomplishments. However, do not feel as though you need to record every single position you've ever held. Instead, focus on experiences that allow you to:

1. document ongoing employment with one organization,
2. illustrate that you can balance a full-time school schedule with employment, or
3. demonstrate your ability to work with people from different backgrounds, ages, ethnicities, etc.

\*Some positions accept applications from U.S. permanent residents and foreign nationals, with such positions generally being available in the sciences as well as health and human services.

# Recommended Resources:

Application Tips  
<http://www.gogovernment.org>

Federal Hiring Reform – keep track of changes happening in the federal hiring process

<http://www.opm.gov/hiringreform/>

Application Manager/Job Search Site  
[www.USAJobs.gov](http://www.USAJobs.gov)

List of Federal Agencies by Interest Area (search the Explore Topics tab)  
[www.usa.gov](http://www.usa.gov)

Best Places to Work – annual surveys of government employee satisfaction  
[www.bestplacestowork.org](http://www.bestplacestowork.org)

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**1**

**2** **OBJECTIVE**  
Investigative Assistant, GS-1802-06/06; Department of State; Job Announcement #DS-2011-0034

**3** **EDUCATION**  
The Ohio State University  
Bachelor of Arts, majors in Arabic, Criminology, and Criminal Justice Studies  
Columbus, OH  
Expected Graduation, May 2016  
Cumulative GPA: 3.79 Criminology: 4.0 Arabic: 2.81  
Uniresite Cadi Ayyad  
Arabic Language and Culture Studies  
Marrakech, Morocco  
May-August 2013  
Catonsville High School  
High School Diploma, with Honors  
Baltimore, MD  
June 2012

**4** **ACADEMIC HONORS:**  
Dean's List, The Ohio State University  
Golden Key National Honor Society, The Ohio State University, November 2013

**5** **RELEVANT COURSEWORK**  

- The Criminal Justice System
- Quantitative Research Methods
- Psychology of Delinquency
- Sociology of Law
- Sociology of Deviant Behavior
- Psychology of the Law

**6** **PAPERS AND PRESENTATIONS**  
"The Myth of Emotional Venting." Discussion paper summarizing Moore and Watson's research on the ill effects of uncontrolled anger expression. Presented to a select inmate population at Marysville Women's Correctional Institution in Ohio on April 11, 2014  
  
Researched and wrote portions of the article summarizing physiological arousal and expression across Hispanic and American cultures. (Waters, Jason. "Difference in Heart Rate Variability and Facial Expressions Across Culture and Conditions." Chronicle of Social Psychology, Issue 14, 2014

**7** **RELEVANT EXPERIENCE**  
Investigative Intern  
May 2015-Present  
Columbus, OH  
ABC Private Investigation and Security, LLC  

- Compile research relating to more than a dozen current cases, collecting background information and preparing debriefing reports for Chief Investigate Officer.
- Perform surveillance of persons of interest and video tape or record their activities as appropriate for use in building a case against them per supervisor's directives.
- Complete highly detailed reports of investigative process and results to provide client with satisfactory experience and encourage repeat business.

  
Crime Analyst (Summer Intern)  
August 2014 City of Columbus Police Department  
Columbus, OH  
May-  

- Applied Arabic language skills during an interview with three witnesses as part of a cold case investigation.
- Examined all cleared burglary offenses to determine activity patterns - looked for areas of heightened criminal activity utilizing SPSS Software.

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Research Assistant, Psychology Dept.  
The Ohio State University

September 2012 - June 2013  
Columbus, OH

- Transcribed video recordings of interviews with 10th graders enrolled in an inner-city school; subjects were predominantly Hispanic Males
- Reviewed videos and followed a standardized process for characterizing emotional expression of subjects.

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#### SKILLS

Computer: Microsoft Excel, Word and PowerPoint; various specialized databases for research, data entry, retrieval, including SPSS and Minitab. Typing speed: 60 wpm.

Arabic Language: Qualified at a three rating (per Foreign Service Institute standards). Coursework in Arabic includes composition, literature, writing, communications and cultural studies.

Written Language: Construct clear, precise, audience specific reports and summaries.

Leadership: Regularly use interpersonal skills to relate to and motivate others toward desired goals.

Public Speaking: Experience speaking to groups ranging in size from 6-75.

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#### SPECIALIZED TRAINING & SKILLS

- Self-defense course (two hours of instruction and practice; completed in June 2014)
- Completed a Concealed Carry Training program (12 hours, included two hours of live-fire training); concealed handgun license for Ohio issued June 2014

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#### LEADERSHIP AND ATHLETIC ACTIVITIES

Club Field Hockey; Player (2010-present), Secretary (2013-present)  
Field Hockey Coach, Girl Scouts Association, (Fall 2012)

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#### ADDITIONAL WORK EXPERIENCE

Public Inquiries Assistant  
City of Columbus, OH

July 2012-Present

- Answer an average of 80 calls during 4-hour shifts; provide information about city services and resources.
- Process incoming correspondence to ensure it is logged and disseminated to proper personnel.