

Federal Resumes

Applications for federal work is typically completed online through a government database. Resumes are not submitted in the traditional format.

The process

In order to apply for a Federal job you must create an account and profile on USAJobs. USAJobs is the centralized database for federal jobs and it is maintained by the Office of Personnel Management (OPM). Once you have completed your profile, you can begin your search for jobs. When you apply on line for a federal job, you will be required to submit your federal resume and additional required documentation on line. You will also need to answer a series of skills-related questions. Once your application and questionnaire have been reviewed, you will be notified of your rating and/or referral to the hiring official.

Completing your profile

Your profile will include information to determine your eligibility for certain jobs, your demographic information, and other information.

Your eligibility is impacted by your citizenship, Selective Service Registration Status, US military veteran status, and federal employment status. Not all government jobs are filled in the same way. For example, some positions might only be open to people who are already Federal employees or employees of that particular agency.

You may decline to respond to the demographic questions. The information provided is not used to determine your selection for employment. It is used to measure how well USAJobs is reaching all US populations.

The other information gathered is used to determine:

- your willingness to travel;
- the type of work (e.g. permanent, temporary, internships) you are seeking;
- the type of work schedule, (e.g. full time or part time);
- your willingness to relocate; and
- the locations where you would be willing to work

Documentation

Once you have completed your profile, select the documents tab and upload supporting documentation that you may need when applying.

You may upload or create online up to five resumes, which allows you to have several prepared resumes that emphasize different strengths and experiences. Unlike regular resumes, you do not want to write about your relevant skills and experiences in a bullet format. Instead you will use short paragraphs. Once finished, your Federal Resume, if printed out, will often be 5-7 pages long. Appendix A illustrates how you need to describe your relevant experiences. Appendix B is a list of common errors that applicants make on federal resumes.

You may also indicate that you want a resume to be “searchable”, meaning that agencies can search the USAJobs database and find you if they are looking for certain skills. The resume will remain “searchable” for 6 months.

Other documents that you will want to have uploaded include unofficial college transcripts, your DD214 (issued to discharged, separated and retired military members) if applicable, your SF50 (document used to certify current or past federal employment) if applicable, and certifications that may be required.

Job Search

Now you are ready to begin your search. Go to USAJobs homepage and use the text box to look for jobs. The job announcements in the USAJobs database will look something like this when you first conduct your search. To read the full description of the position, select the hyperlink. Be sure you understand who may apply and whether you may be considered for a position. Appendix C contains explanations for some of the terms used in the announcements.

438012000

[Education Services Specialist, GS-1740-09](#)

[Save Job](#) | [More Like This](#)

...education and training **services** and activities provided...expert on a variety of **educational** programs. - Performs...outreach and customer **services** duties. Prepares and...or units to promote **educational** programs. - Performs...

<p>Salary: \$49,889.00 - \$64,851.00 / Per Year</p> <p>Series & Grade: GS-1740-09/09</p> <p>Location(s): Wright-Patterson AFB, Ohio</p> <p>Open Period: 5/4/2016 to 5/6/2016</p> <p>Announcement Number: AFMC-1696329-497920-9X-AEG</p>	<p>Department: Department of the Air Force</p> <p>Agency: Air Force Materiel Command</p> <p>Position Info: Full Time - Permanent</p> <p>Who May Apply: All Federal Status Candidates listed under "Who May Apply" and ICTAP eligibles</p>
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As you read through the position description, pay careful attention to key words and phrases. Identifying key words and phrases is essential in submitting a competitive package to an agency. Read through the general comments, duties and required experience carefully. Note the specific skills described and be sure to use the same terminology when possible. Appendix D is an example of a full position description with some of the key words and phrases highlighted.

Once you have selected a position, review your resume to make sure you have incorporated the key words and phrases where you can. Writing the key words and phrases all in capital letters is permissible and a strategy recommended by professionals.

How to Apply

Thoroughly review the instructions, **How to Apply** and **Required Documents**. If you have not already uploaded or created a resume, you will need to do so now.

The process will take you through 5 steps: (1) Select Resume (2) Select Documents (3) Review Package (4) Include Personal Info and (5) Continue Application with Agency.

Step 1 – Select Resume

When you select “Start Application”, you will be prompted to select one of your uploaded resumes for submission. Select the resume that you want to have attached to the application and then select “Save and continue”.

Step 2 – Select Documents

You will also need to select which of your uploaded documents you want included in the application.

Step 3 – Review your package to make sure that you have everything that the position announcement required, plus any additional documentation that is applicable and appropriate to submit.

Step 4 – Include Personal Information. This survey includes demographic information as well as information on how you learned of the position. You may opt out of answering the questions if you so choose. After you complete the survey, or indicate that you choose not to answer, you will save your application.

Step 5 – Continue Application with Agency. In the final step, the program will prompt you to verify that all of the information is correct. Once you have certified that your information is correct, you can indicate that you want your application forwarded from the OPM website to the specific agency offering the position.

Once you submit your application to the agency, you will be prompted to complete an online questionnaire. The questionnaire will consist of statements describing different degrees of competency for a number of skills. You will select the statement that best describes your level of competency. Your resume must support whatever you have chosen, so be sure to make sure that your answers and resume are consistent. If your resume does not reflect the level of skill you are reporting in the questionnaire, then you must do one of two things: re-write your resume to include your experiences to support your answers on the questionnaire, or select an answer on the questionnaire that your resume can support.

Once the competencies questionnaire has been completed and submitted, you will receive an acknowledgement email. After a review of your complete application is made, you will be notified of your rating and/or referral to the hiring official.

Appendix A

Work Experience:	<p>Cloud County Community College 100 Cloud Drive Concordia, KS 68001</p> <p>05/2007 – Present Salary: 27,000 USD Per Year Hours per week: 40 Academic Advisor Duties, Accomplishments and Related Skills:</p> <p>PROVIDE INDIVIDUAL AND GROUP CAREER AND ACADEMIC ADVISING to over 1,000 college students and alumna. Advise clients on appropriate courses to certificate or degree completion, and/or transfer to 4-year institutions for continuing education. Assist in researching careers based on degrees, career instruments such as the Strong Interest Inventory, and future goals.</p> <p>ADMINISTER AND INTERPRET CAREER INSTRUMENTS including mbti[®], Strong Interest Inventory, Career Thoughts Inventory. Administer ASVAB. Use results to assist clients in increasing self-awareness of values, skills, interests and personality as those traits influence major and career decisions.</p> <p>TECHNICAL EXPERT for Students in Transition Program. Recruit and assist recently unemployed adults in identifying future career goals; and the appropriate education and training required to reach those goals. Offer instruction in study skills, high education orientation, and time management. Coordinate activities with faculty and other staff</p> <p>PREPARES PROGRAM REPORTS documenting utilization of services and successful completion of program.</p> <p>PROCTOR tests required for admittance to higher education programs including SAT, ACT, COMPASS Test, GRE, LSAT, and Praxis.</p> <p>KEY ACCOMPLISHMENTS:</p> <ul style="list-style-type: none"> • Recognized as Cloud Community College Outstanding Non-Faculty Member, 2014 • Completed mbti[®] Master Practitioner Certification • Presented on Students in Transition Program at regional conference, National Career Development Association, Denver, CO, April 2015
	<p>United State Army, Combined Arms Support Command 1400 Lee Drive</p>

	<p>Prince George, VA 23875</p> <p>04/2003 – 04/2007 Salary: 45,000 USD Per Year Hours per week: 40 Education Services Specialist, GS-1740-07 Duties, Accomplishments and Related Skills:</p> <p>PROVIDED INDIVIDUAL CAREER, ACADEMIC, AND FORCE DEVELOPMENT ADVISEMENT to military personnel of all ranks, their dependents, and/or civilian personnel pursuing undergraduate/graduate, vocational, technical, licensure/certification, and professional development opportunities at various levels.</p> <p>PERFORMED OUTREACH in the form of presentations to organizations within the military community including unit training, Family Readiness Groups, and DoD schools.</p> <p>ASSIST Clients in person, over the phone with questions regarding programs, completing applications and determining benefits and eligibility for Veteran’s Preference</p>				
Education:	<p>University of Wyoming 1000 E University Ave Laramie, WY 82071 Bachelor of Science 05/2003</p> <p>Major: Psychology</p>				
Job Related Training:	<p>DoD Support Services Database (June 2006)</p>				
References:	Name	Employer	Title	Phone	Email

Appendix C

Series: a general classification of career areas using 4-digit number. This numbering is consistent throughout the federal employment system. The classification system can be found [here](#).

Grade: The level at which the position is classified for pay. The rate of basic pay associated with a specific level of work or range of difficulty, responsibility and qualification requirements. The GS pay schedule has 15 pay grades and 10 steps in each grade covering more than 400 occupations. If there is only a single number, there is no opportunity to advance within that specific position. If there are two numbers (e.g. 12/13), there is the opportunity to advance from level 12 to level 13. You may also see a series of numbers (e.g. 11-14), also indicating that there is room for advancement within that position

Position info: Indicates the type of employment

Permanent - A position that is not a temporary or time-limited appointment.

Temporary - A position lasting one year or less, with a specific expiration date. Typically used to fill a short-term position due to reorganization, cancellation, or the completion of a specific project or peak workload; or to fill positions that involve intermittent (irregular) or seasonal (recurring annually) work schedules.

Term - A position lasting more than one year but less than four years, with a specific expiration date. Term appointments may be used for project work; extraordinary workload; scheduled cancellation of a position; reorganization; uncertainty of future funding; or contracting out of the function.

Detail - A temporary employee to a different position for a specific time, with the employee returning to his or her regular duties at the end of the detail.

Presidential Management Fellows - This is a leadership development program accepting entry level advanced degree candidates.

Recent Graduates - Individuals who have recently graduated from qualifying educational institutions or programs and seek a career development program with training and mentoring.

Internships - Current students enrolled in a wide variety of educational institutions from high school to graduate level, with paid opportunities to work in agencies and explore federal careers while remaining in school.

Telework - Allows employees to work at any alternative location other than at your central worksite. Staff may choose to work from home offices, telework centers, or satellite offices. A telework program gives select employees and managers the option of working off-site on a full-time, part-time, or even temporary basis.

Seasonal – Works on an annual recurring basis for periods of less than 12 months (2,087 hours) each year.

Summer – Works during the summer months

Multiple Appointment Types - Applicants may choose to search from a variety of types of work. These include:

- Permanent
- Temporary
- Detail
- Interagency Career Transition Assistance Plan (ICTAP) - gives an eligible, well-qualified employee selection priority over almost any other applicant from outside the agency. Under ICTAP, employees must apply for positions in the local commuting area and include proof that they were displaced.
- Student

Intermittent - Occurring at irregular intervals; not continuous or steady.

Appendix D

Full Position Description

Education Services Specialist, GS-1740-09

AIR FORCE MATERIEL COMMAND

Agency contact information

Salary Range

\$49,889.00 to \$64,851.00 / Per Year

Who May Apply

All Federal Status Candidates listed under "Who May Apply" and ICTAP eligibles

1 vacancy in the following location:
Wright-Patterson AFB, OH

Series & Grade

GS-1740-09/09

Control Number

438012000

Work Schedule is Full Time - Permanent

Promotion Potential

09

Job Announcement Number

AFMC-1696329-497920-9X-AEG

Opened Wednesday 5/4/2016 (2 day(s) ago)

Supervisory Status

No

Closes Friday 5/6/2016 (0 day(s) away)

Print

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Apply

Job Overview

Summary

Wright-Patterson Air Force Base is one of the largest, most diverse and complex installations in the Air Force, encompassing approximately 11,000 civilian positions. Whether your career is in maintenance, cutting-edge research & development, or somewhere in between, Wright-Patterson Air Force Base may have the job for you.

WHO MAY APPLY: Click [here](#) for more information. You MUST have one or more identified eligibilities in order to be considered. ****Wright Patterson Air Force Base is not responsible for erroneous eligibilities selection****

Air Force Employee (Current, Permanent, Competitive Service, Career/Career-Conditional Employees)
Reinstatement

Interagency Career Transition Assistance Plan (ICTAP)

Employment of People with Disabilities - Schedule A, click here for additional information

Executive Order (EO 12721)

Veterans' Recruitment Appointment (VRA)

Appointment of Certain Military Spouse (EO 13473)

30% Disabled Veterans

Duties

MAJOR DUTIES:

- Provides individual career, academic, and force development advisement to military personnel of all ranks, their dependents, and/or civilian personnel pursuing undergraduate/graduate, vocational, technical, licensure/certification, and professional development opportunities at various levels.

W:Career Services/resumes and coverletter reviews/Completing Federal Resumes/8.24.2016

- Serves as technical expert on a variety of educational programs.
- Performs a variety of outreach and customer services duties. Prepares and conducts briefings for groups or units to promote educational programs.
- Performs a variety of duties involving reports, testing, and special projects. Maintains program information and prepares a variety of educational reports.

Travel Required

Not Required

Relocation Authorized

No

Job Requirements

Key Requirements

U.S. citizenship required

PCS expenses if authorized will be paid IAW JTR and Air Force Regulations

Recruitment and/or relocation incentives may or may not be used

This posn is subject to provisions of the DoD Priority Placement Program

Qualifications

SPECIALIZED EXPERIENCE: At least one (1) year of specialized experience at the next lower grade (GS-07) or equivalent. Specialized experience must include experience administering and advising on Education and Training Flight's academic opportunities, tuition assistance programs and other Education and Training services and activities.

OR

To view qualifying education requirements and/or combination of education and specialized experience click on the following link:

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/1700/education-services-series-1740/>

AND

Click on the following link to view occupational requirements for this position:

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=GS-PROF>

TIME-IN-GRADE (TIG) Restrictions for GS Positions: Applicants must have served at least 52 weeks at the GS-07 or higher grade within the Federal Civil Service (or equivalent in an alternate pay system) to be considered for (referral). The purpose of TIG restrictions is to prevent excessively rapid promotions in competitive service GS positions and to protect competitive principles.

PART-TIME OR UNPAID EXPERIENCE: Credit will be given for appropriate unpaid and or part-time work. You must clearly identify the duties and responsibilities in each position held and the total number of hours per week.

VOLUNTEER WORK EXPERIENCE: Refers to paid and unpaid experience, including volunteer work done through National Service Programs (i.e., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community; student and social). Volunteer work helps build critical competencies, knowledge and skills that can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

ARE YOU USING YOUR EDUCATION TO QUALIFY? You **MUST** provide transcripts to support your educational claims. Education must be accredited by an accrediting institution recognized by the U.S. Department of Education.

FOREIGN EDUCATION SPECIAL INSTRUCTIONS: Education completed in foreign colleges or universities may be used to meet the requirements. You must show proof the education credentials have been deemed to be at least equivalent to that gained in conventional U.S. education program. It is your responsibility to provide such evidence when applying.

CONDITIONS OF EMPLOYMENT/OTHER SIGNIFICANT FACTS:

Your latest resume will be used to determine qualifications.

1. Incumbent must be able to obtain and maintain the appropriate security clearance.
2. This may be a Testing Designated Position. The incumbent may be subject to pre-employment drug testing as a condition of employment, and participation in random drug testing.
3. Work occasionally requires travel away from the normal duty station on military or commercial aircraft.
4. Personnel data to which the incumbent has access are controlled by the Privacy Act of 1974 and must be safeguarded appropriately.
5. May be required to work other than normal duty hours, which include evenings and weekends.

Security Clearance

Not Applicable