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Federal Resume Tips for Students

Presented by

Debra Jefferson

Employment Readiness Program

Army Community Service

Redstone Arsenal, AL

256-876-5397

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An Effective Resume Should

Show how an applicant's skills and experience relate to the selection criteria defined by the job vacancy announcement.

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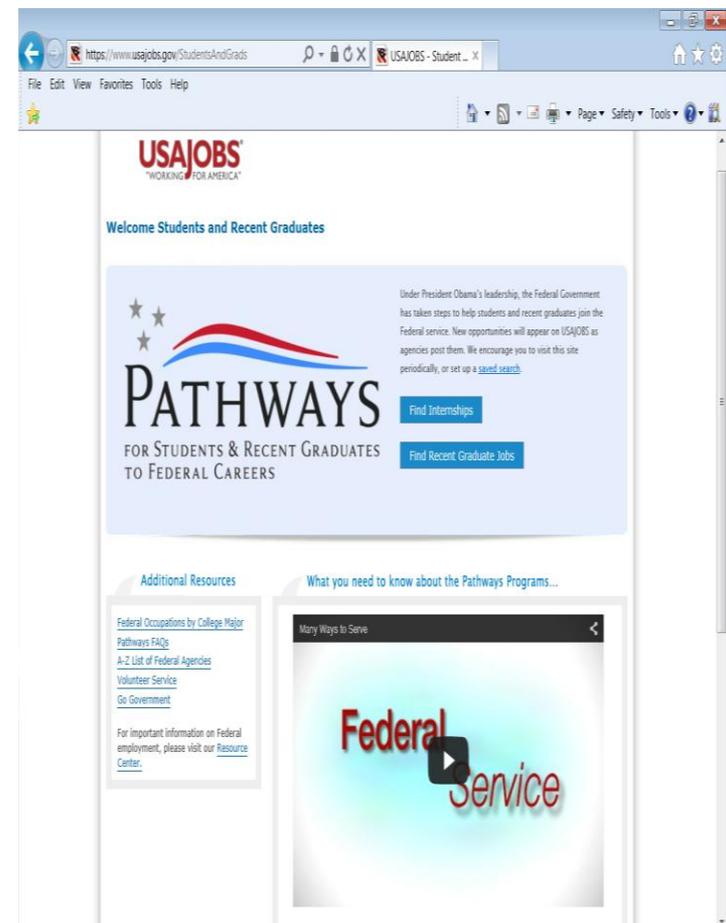
Keyword: Location:

Keywords, Job Title, Control #, Agency, Skills City, State, ZIP Code, or Country

U.S. Citizens
 Federal Employees

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USAJOBS
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Welcome Students and Recent Graduates

Under President Obama's leadership, the Federal Government has taken steps to help students and recent graduates join the Federal service. New opportunities will appear on USAJOBS as agencies post them. We encourage you to visit this site periodically, or set up a [saved search](#).

PATHWAYS
FOR STUDENTS & RECENT GRADUATES
TO FEDERAL CAREERS

Additional Resources

- [Federal Occupations by College Major](#)
- [Pathways FAQs](#)
- [A-Z List of Federal Agencies](#)
- [Volunteer Service](#)
- [Go Government](#)

For important information on Federal employment, please visit our [Resource Center](#).

What you need to know about the Pathways Programs...

Many Ways to Serve

Federal Service

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Carefully Read the JOB ANNOUNCEMENT



- Identify key skills for the position you are seeking.
- Tailor your work experience to match the job requirements for that position.

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Key Skills:

- DUTIES
- QUALIFICATIONS/SPECIALIZED EXPERIENCE
- KNOWLEDGE, SKILLS, & ABILITIES
- OCCUPATIONAL QUESTIONNAIRE



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Student Trainee (Computer Science)

DUTIES:

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- As a Student Trainee, receives on-the-job training in the application of engineering principles, theories, concepts and practices related to mechanical engineering and hydropower.
- Performs duties designed to provide opportunities to observe and participate in hydropower engineering and design activities and to assist higher-graded engineers.
- Prepares and assembles documents for a variety of hydropower related projects.
- Assists engineers in the preparation of layouts and detail drawings of standard-type systems or specific elements or phases of larger systems. Working from contract drawings prepares portions of technical specifications.

QUALIFICATIONS REQUIRED:

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You will be evaluated on the basis of your level of competency (knowledge) of Simple Engineering Rules and Tasks.

To qualify, students must have at least two years of education above high school and be currently enrolled, or have been accepted for enrollment, AND seeking a degree, diploma, or certificate in a qualifying educational institution in **Computer Science** on a full or half-time basis, as defined by the educational institution.

Tailor your Resume

Highlight related skills and use as an outline to write your resume.

Can use the same terminology, but remove “s” from verbs and use the correct tense.



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Student Trainee (Computer Science) Occupational Questionnaire

A- I do not have experience or demonstrated capability in performing this activity.

B- I have limited experience in performing this activity. I have had exposure to this activity but would require guidance, instruction, or experience to perform it at a satisfactory level.

C- I have a fair amount of experience and a fair amount of demonstrated capability in performing this activity. I can perform this activity satisfactorily but could benefit from additional guidance, instruction, or experience to perform this activity more effectively.

D- I have considerable experience and considerable demonstrated capability in performing this activity. I can perform this activity independently and effectively.

E- I have extensive experience and extensive demonstrated capability in performing this activity. I am considered an expert; I am able to train or assist others; and my work is typically not reviewed by a supervisor. I have received verbal and/or written recognition from others in carrying out this activity.

1. Compute basic mathematics equations using standard formulas.
2. Recognize and resolve errors that are readily apparent but require a limited knowledge of the subject matter.
3. Record data from tests and other studies by manual or computerized systems.
4. Prepare notes for descriptions and revisions, selecting standard abbreviations and legends common to the field or specialty.
5. Research and collect technical data for analyses.

Tailor Your Resume

Include examples of related experience. (paid/volunteer work, school projects, research papers, activities, life experiences)

Describe major duties, responsibilities and accomplishments.

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NAME
Street address
City, ST Zip Code
Evening Phone: 101-123-4567
Day Phone: 101-123-1234
Email: yourname@email.com

Country of Citizenship: United States of America
Veterans' Preference: Yes
Highest Grade: N/A
Contact Current Employer: Yes

WORK EXPERIENCE

Organization	MO/Year –Mo/Year
City, ST US	Grade Level: N/A
	Salary: \$75,757
	Hours per week: 40

JOB TITLE

In this section include **accomplishment statements**, which provide examples of times you have successfully used the skills the employer is seeking.

Start with an **action verb**, then follow with an explanation of what you were doing, describe how you did it, and, when possible, include any outcomes that you achieved.

Remember, statements should ultimately convey your proficiency in one or more skill sets of interest to the employer by way of providing an **example** of when you have used them.

Consider the following questions to help you **create more effective statements**: What was the result/outcome of your work?

What were your accomplishments? How did you help the organization? What skills/knowledge did you enhance? How does this experience relate to your employment goal?

Your statements should be in **proper tense** (past or present tense) and use consistent grammar and punctuation. Be specific by including **quantity, frequency, population, and impact of your work** whenever possible.

List your most relevant experience close to the top of this section.

Emphasize your **transferable skills**, those that can be taken from one experience and applied in the position that you are seeking.

(Contact Supervisor: Yes, Supervisor's Name: John Bossman Supervisor's Phone: 123-321-1111)

Tips

Do not use bullets. Write short narrative paragraphs.

Do not use personal pronouns. Drop the "I" and start with an action verb using the correct tense (present for current jobs and past for previous jobs).

Avoid passive statements: Duties included ... or Responsible for

Do not give a list of duties. Turn duties into accomplishment statements by listing a purpose or result.

Use numbers whenever possible, include quantity, frequency, size, money, etc.).

Prioritize your information. List most relevant skills first for each position.

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Avoid Useless Words & Phrases

- Due to the fact
- In this position, I
- It was my responsibility to
- In order to

Be careful not to repeat information:

- I worked as an **administrative clerk** for
....

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Model for developing statements

- Action – **verb** (in correct tense)
- Object – **what, quantity, type, size**
- Outcome – **for whom, purpose, final result**

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Examples

A: Filed records.

B: Filed medical records to simplify billing procedures.

A: Wrote news releases.

B: Wrote 25 news releases in a three-week period under daily deadlines.

A: Managed budget.

B: managed a student budget of more than \$7,000.

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EDUCATION	<p>Over Achiever University Huntsville, AL Bachelor's Degree – Mo/Year 125 Semester Hours Major: Business Administration Minor: Earth Science GPA: 3.5 out of 4.0</p> <p>Relevant Coursework, Licensures and Certifications</p> <p>Academic Awards and Honors</p>																																								
AFFILIATIONS	<p>Related to job seeking</p>																																								
OTHER	<p>Awards, Related Courses, etc.</p>																																								
REFERENCES	<table><tr><td>John Bossman</td><td>Organization</td><td>Title</td></tr><tr><td>Phone Number</td><td>123-321-1111</td><td></td></tr><tr><td>Email Address</td><td>johnbossman@email.com</td><td></td></tr><tr><td>Reference Type</td><td>Professional</td><td></td></tr></table> <table><tr><td>Director</td><td>Jane Superwoman</td><td>Organization</td><td>Deputy</td></tr><tr><td></td><td>Phone Number</td><td>123-321-1112</td><td></td></tr><tr><td></td><td>Email Address</td><td>janes@email.com</td><td></td></tr><tr><td></td><td>Reference Type</td><td>Professional</td><td></td></tr></table> <table><tr><td>Director</td><td>Joe Topbrass</td><td>Organization</td><td>Planning</td></tr><tr><td></td><td>Phone Number</td><td>123-321-1113</td><td></td></tr><tr><td></td><td>Email Address</td><td>topbrass@email.com</td><td></td></tr></table>	John Bossman	Organization	Title	Phone Number	123-321-1111		Email Address	johnbossman@email.com		Reference Type	Professional		Director	Jane Superwoman	Organization	Deputy		Phone Number	123-321-1112			Email Address	janes@email.com			Reference Type	Professional		Director	Joe Topbrass	Organization	Planning		Phone Number	123-321-1113			Email Address	topbrass@email.com	
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Show how your education, training, knowledge match the position you're applying for. (Be clear, brief, but complete.)

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Questions