What to include in your resume

Federal jobs often require that you have experience in a particular type of work for a certain amount of time. Your resume must show how your skills and experiences **meet the qualifications and requirements listed in the job announcement** to be considered for the job.

Include important contact information at the top

Include current contact information. Include your: Full name, address email address, and phone number

Read the job opportunity carefully to make sure you have included all required contact information.

Include dates, hours, level of experience, salary, and examples for each work experience

For each work experience, make sure you include:

- Job title
- Start and end dates (including the month and year).
- The number of hours you worked per week.
- The level of experience—describe the level of responsibility you had, for instance, whether you served as a project manager, or a team member helps to illustrate your level of experience.
- The amount of experience—use numbers to illustrate the number of people you managed, or the number of years you worked or managed.
- Examples of relevant experience and accomplishments. Write your experience by matching your work experiences and accomplishments with language in the job announcement. Your experience needs to address every required qualification and prove that you can perform the tasks at the level required as stated in the job announcement.

Example of work experience

Program Analyst GS-343-11

January 2009—Present

40 Hours/Week

$63,000/Year

- Describe your experience. List an accomplishment. For example: "Accomplished as measured by [Y], by doing [Z]."
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Takeaways:

- Provide greater detail for experience that is relevant to the job for which you are applying.
- Show all experiences and accomplishments under the job in which you earned it. This helps agencies determine the amount of experience you have with that skill…

Attach your unofficial transcripts and/or certifications

Do not include personally identifiable information such as date of birth or SSN. Do not include photos, age, gender, or family status.