



# BUILDING A FEDERAL RESUME

**A career with the Forest Service means making a lasting impact by managing and caring for more than 193 million acres of the nation’s forests and grasslands.** Build a fantastic Federal resume and take the first step towards leaving your legacy for future generations.

Federal resumes are different than traditional resumes, with certain requirements and no recommended page limit. When filling out your Federal resume, it is important to describe how your skills and work experience align with those outlined in the job announcement. Your resume should be customized for each position you apply for, improving your chances for selection.



Forest Service photo by Andy McMillan, Pathways2Solutions

## Federal Resume Requirements

For each position on your resume, you must also include:

- The start and end dates (including the month and year).
- The number of hours you worked per week.
- The level and amount of experience - for instance, whether you served as project manager or a team member can help illustrate your level of experience.
- All examples of relevant experiences and accomplishments that prove you can perform the tasks at the level required for the job.

All work experience should be listed in reverse chronological order, with your most recent experience showing at the top of your resume.

It is also recommended that you include your supervisor’s name, contact information, and if they are okay to contact in reference checks.

## Length

A Federal resume requires significantly more information than a traditional resume. As a result, there is no recommended page limit. Ensure you have detailed coverage of your education and work experience.

## Using Numbers

When possible, present your achievements and accomplishments with numbers, percentages, and dollars. Include examples of how you saved, earned, or managed money and time. For example, “improved efficiency of document processing by 25 percent over the previous year” and “wrote prospect letter that has brought in more than \$25,000 in donations to date” would be great ways to describe your experience.





### More Tips for Building a Better Resume

- Review the job announcement for keywords to include in your resume. For example, when a hiring manager reads the keyword “analyst,” that person might assume you have experience in collecting data, evaluating effectiveness, and researching and developing new processes.
- Describe skills and experience in universally accepted terms that can be understood in both the private and public sectors. Minimize the usage of acronyms and lingo; however if you must use them, spell them out and explain their meaning.
- Check over your resume for spelling and grammar issues.
- Volunteer work and community organizations can also be added to your resume to demonstrate your abilities.

### Review Your Resume

When you have completed your resume, read it over and ask yourself these questions:

- Can someone who is unfamiliar with my career field understand the work I do?
- Have I included my unique experience and skills that might distinguish me from other candidates?
- Do I have a full understanding of the background and skills common in my career field?
- Have I described my accomplishments in a clear and descriptive manner?

### Example Resume

**Jane Doe Smith**  
 123 Personal Address Ln  
 Albuquerque, NM 87109  
 Mobile: 1112223333  
 Email: janedoesmith@email.com

**Work Experience:**  
**USDA Forest Service**  
 4000 Masthead St NE  
 Albuquerque, NM 87109

**02/2015 - Present**  
**Hours per week:** 40  
**Series:** 1035 **Pay Plan:** GS **Grade:** 12  
**Public Affairs Specialist** (This is a Federal job)  
**Duties, Accomplishments and Related Skills:**

- Goals and accomplishments
- Goals and accomplishments

**Supervisor:** Sally Supervisor (2223334444)  
**Okay to contact this Supervisor:** Contact me first

**Education:**  
**University of New Mexico** Albuquerque, NM  
 Bachelor’s Degree 12/2014  
**Major:** Public Administration **Minor:** Forestry

**References:**  
**Name:** John Smith  
**Employer:** Company Inc  
**Title:** Director  
**Phone:** 1112223333  
**Email:** johnsmith@email.com  
**Reference Type:** Professional

**Name:** May Smith  
**Employer:** Company Inc  
**Title:** Assistant Director  
**Phone:** 1112223333  
**Email:** maysmith@email.com  
**Reference Type:** Professional

**Name:** Phil Smith...

More information on Forest Service careers, benefits, and opportunities is available on [fs.usda.gov/fsjobs-events](http://fs.usda.gov/fsjobs-events). If you would like to speak directly to a Forest Service recruiter, please send an email to [SM.FS.r8recruiting@usda.gov](mailto:SM.FS.r8recruiting@usda.gov).

