Federal Resume Tips & Recommendations
Work Experience Content

Duties, Accomplishments and Skills
- Be thorough – if it's not on your federal resume, you didn't do it!
- Highlight your knowledge, skills & abilities (KSAs)
    - Use bullet statements in paragraph format
    - Don't "reinvent the wheel" – check your EPRs/OPRs/Civilian Appraisals for bullets you can use
    - Start with action and end with results
    - Easily understandable for anyone reading it – no acronyms
    - Quantifiable -- expressed in numbers, percents, dollar amounts
    - Develop statements using key words and phrases from job announcement
    - Incorporate other commonly used terms from your career field
    - Include all "volunteer/non-paid" experience

Accomplishment Questions
- Did you improve a work process? How?
- Were your recommendations adopted by your agency?
- Were you chosen for a job with more responsibility? Why?
- Did you solve difficult problems? How?
- Did you increase productivity? How?
- Did you save your agency time or money? How?
- Did you serve as a supervisor/manager? What was the scope?
- Did you train personnel? How many? How often? Why?
- Did you manage a budget? How much? How?

Designing Accomplishment Statements - Use S-T-A-R method when writing your work experience.
- What was the situation/challenge/problem?
- What action did you take?
- What was the result of your action?

USAJobs Website Tips
- Visit the website several times a week (or daily)
- Keep an up-to-date resume ready and modify as needed when applying for a specific job (you can store up to 5 resumes on the USAJobs website)
- Before applying for a job, read the entire vacancy announcement carefully, so you know what key word need to be reiterated in your resume; understand all the steps/information required to apply; Note the "Area of Consideration"; "Opening and closing Dates"; required qualifications
- Be prepared to answer questions on the "Assessment Questionnaire" and ensure you can justify your in your resume.
- Be aware if it is an actual vacancy or if they are building a "standing register" of qualified applicants for when they do have a vacancy
- Upload all required documents (i.e., Cover Letter, is optional; DDFM214; VA Disability Letter, SF15 Application for Veterans 10-Point Preference