*Federal Resume Sample*

**Mary Jane Doe**

Any Town, 11111 USA / 111-111-1111 / Mary.Jane.Doe@email.com

Citizenship: United States of America

Veterans Preference: 5-Point (DD 214 attached) [If applicable]

Federal Status: Program Analyst, GS-343(Series)-12(Grade) [If applicable]

**Summary of Experience**

This should be a concise and concrete statement of work experience. Use of words like, “Over 11 years of experience as a . . .” are OK, however, you want to watch how you “date” yourself. If you only have two years of experience, you may not want to bring this out in this summary. On the other hand, saying you have 35 years of federal experience can be just as ineffective. This summary should be about 6 to 8 lines and bulleted to quickly show what you want them to know about you up front. Use this as your opportunity to boast about yourself and your professional accomplishments.

**Professional Accomplishments**

**Department of Transportation, Washington, DC**  **August 1999 – Present**

Office of the Director **Hours Per Week:** 40

123 Streets, Any Street **Starting Salary**: $98,000

Any town, Any State 12345 **Ending Salary:** $99,000

Supervisor: John Doe, Phone 333-333-333 (Permission to Contact)

**Staff Assistant, GS-Series-Grade 14**

Summarize the job here in a few, concise sentences. (Note - This is optional. If the hiring office is familiar with this type of work, you can omit a summary.)

* Bullets should tell job duties in terms of what happened in your work or accomplishment statements. This is where your results from the work you have done differentiate you from the other applicants. Each bullet should be no longer than 5 lines.
* Speak of your results in terms of “percentages”, “time”, or dollars. “. . . as a result, the budget came in under 9% of the projection.” “. . . the report was submitted 70 days before it was due." “My work in monitoring expenses for the program resulted in a savings of over $29 billion.
* The position(s) you have held for the last five years typically should details since this is the position that best relates to the position for which you are applying. The position you had five or more years ago typically does not add as much value to your resume, so reduce the number of details for this position to maybe two bullets, unless your previous experience is the only experience from which you are taking job-related experience.

**Department of Transportation**, Washington, DC **May 1995 – August 1999**

Office of the Director **Hours Per Week:** 40

123 Streets, Any Street **Starting Salary:** $97,000

Any town, Any State 12345 **Ending Salary:** $98,000

Supervisor: John Doe, Phone 333-333-333 (Permission to Contact)

***Program Manager*, GS-Series-Grade 12**

Use a text box to summarize what you did in the position. Indent it so it stands out.

* Same ideas about bullets as noted above

**Education**

* *Master of Science* in Wagon Wheels, University of Anywhere
  + City, State Anywhere, Zip Code, 19XX
* *Bachelor of Arts*, Wheel Design, College of Anywhere
  + City, State Anywhere, Zip Code, 19XX
* *Diploma*, Any High School, City Anywhere, State Anywhere, Zip Code, 19XX

**Training**

* 2001 *English Composition*
  + University of Maryland Graduate School, 3cr
* 2000 *Computer Keyboard*
  + USDA Graduate School, 40 hrs. over five days
* 1999 *Conflict Management*
  + Price George’s County Adult Education Program, 1 hr.
* 1998 *Brain Surgery*
  + John Hopkins Medical School, First year medical student (part time)
* 1997 *Basic Supervision*
  + DOT Connection, 40 hrs. for First Time Supervisors

**Awards**

* 5/99—Received $25,000 cash bonus for developing a new concept in traffic management of camels.
* 10/98—Recognized for outstanding work in developing a new phone system for the office. Certificate presented by the President of the United States

**Certifications**

* 1/99—Business Coach Certification awarded by the National Association of Business Coaches, Anywhere, NN. Certified to conduct coaching sessions and to train others in the techniques of coaching.
* 3/99—Wagon Bander. Certified to install steel bands on wagon wheels. Awarded by the International Association of Wheels.

**Publications**

* Doe, Mary. (19XX). *How To Put Sails on Covered Wagons*. New York: Any Publisher.

**Presentations**

* *“Will Oxen Remain the Prime Mover of Ox Carts.”* Presented to the National Association of Cow Dealers, Any Town, USA, March 19XX.