



FEDERAL GOVERNMENT EMPLOYMENT TIP SHEET

Searching for a federal job can be a lengthy process due to the vast possibilities within government careers. Federal agencies hire thousands of new employees every year, and there are more than 120 federal departments and agencies from which to choose. This tip sheet is designed to help you begin your search for a federal career!

How to Search For a Government Job

Using the resources found below is a great way to start your research into a variety of federal agencies. Reviewing the various agencies within government will help you identify what areas may interest you based on the work, mission and vision statements, and population served within each office.

- **BestPlacesToWork.org:** If you are unsure what type of job is right for you, visit this site to review the best places to work within the federal government. This website offers assessments of how federal government employees view their jobs and office cultures. These surveys provide employee perspectives on salary, work-life balance, and other possible concerns to help you make a more informed decision.
- **GoGovernment.org:** This website is designed to guide you as you consider a career with the federal government and offers tips when you begin to apply and create a résumé. GoGovernment does not post job announcements or accept applications, but it will help you learn more about federal agencies and careers within government.
- **OPM.gov or The United States Office of Personal Management:** This office manages the recruitment of federal job announcements and sets policies for government-wide hiring procedures. They conduct background investigations for prospective employees and security clearances through all government offices.
- **USAJOBS.gov:** Learn how to find a job with the federal government as well as receive helpful job search methods and application techniques. This resource also helps you explore various hiring paths by highlighting different job searching strategies for a wide array of people, such as veterans, students, or recent graduates.
 - **The “Search” function:** This page allows you to sort and search through jobs by both *keyword* and *location*. The *keyword* search helps you narrow your search to careers that match with your expertise and experience by specifying career titles (i.e., civil engineer). The *location* search shows available positions based on city, state, zip code, or country.
- **Network!** Conducting informational interviews with federal employees and talking with their hiring officials is one of the best ways to find potential opportunities in your field.

How to Write a Federal Resume

- A federal résumé can be tailored and altered from your original résumé but should go into more depth.
- Additional personal information may be needed, such as your social security number, high school and college information, or citizenship. Be sure to check the application requirements before submitting your résumé.
- Your bullet points should explain not only what you did in previous work experiences, but also the specific abilities, skills, and knowledge you learned from that experience.
- Include all the qualifications you have that are listed in the “Qualifications required” section of the job description.
- List your employers’ and supervisors’ names and contact information if possible.
- Be more detailed and remember that your résumé can be more than one page long because there is no page limit (2-5 pages long is acceptable).

Sample Resume

FEDERAL

How is a federal resume different than a traditional job resume? Although some of the characteristics are the same, there are distinct differences. For best consideration, you are encouraged to follow the requested format listed in the job description, which is often times USAJOBS' "Resume Builder". USAJOBS.gov provides federal job seekers additional details and tips about federal resumes on the website before hitting submit. The sample below points out some key things to note.

PERSONAL INFORMATION

Additional information may be required, such as desired locations; social security number; high school and graduation date; veteran's status; citizenship; Grade (GS) level; etc.

Citizenship: United States
Highest Federal Civilian Grade Held: N/A

Amy Federal
10 Berry Mill Road, Fairfax, VA 22030
Email: amy.federal@gmail.com • 000-000-0000

Security Clearance: N/A
Veteran's Preference: N/A

EMPLOYER INFORMATION

More detailed information requested, such as job start and end month/day; full employer address; salary information; hours per week; supervisor name and contact information.

Systems Analyst and Research Intern

University of Maryland Medical Center, 737 W Lombard St #116, Baltimore, MD 21201
Supervisor: Mary Will, (000) 000-0000; Yes, you may contact
Salary: \$18/hour; 30 hours a week
Helped six departments in the Center enter, retrieve and manage data for 1,000+ patients using the hospital's specialized software.

WORK EXPERIENCE

May – August 20XX

RESEARCH SKILLS: Worked with researchers on patient follow-ups for longitudinal studies. Evaluated project proposals to assess feasibility issues and provided alternatives. Consulted with management, and technicians to determine computing needs and system requirements. Utilized updated systems to locate patients whose next visit was approaching to send them an appointment message.

Resident Assistant

University of Maryland, 2101 Annapolis Hall, College Park, MD 20742
Supervisor: Pat Employer, (000) 000-0000; Yes, you may contact
Salary: unpaid; 10 hours a week
Supervised a floor of 40 residents and created programs and activities designed to meet the needs of residents on the floor. Served 8 hours of on-call duty once a month.

August 20XX – May 20XX

COMMUNICATION SKILLS: Presented information to students about emergency procedures. Communicated resource referrals to students on an individual basis by analyzing their needs and providing contact information to campus support offices. Educated residents on public safety rules and communicated infractions to the appropriate support office. Logged written details related to judiciary, maintenance, and program evaluations into a secure database.

BE MORE SPECIFIC

Go into greater detail about job duties and the outcomes of your work, if possible. It is acceptable to use the "I" pronoun to describe your experience.

ORGANIZATIONAL SKILLS: Planned over 10 community development programs for 150 residents. Decided on program topics by analyzing residents' needs and knowledge level of campus resources. Recruited guest speakers to present on topic areas and reserved space for each event. Created an advertising campaign for each program by developing fliers, posting to social media, and using word of mouth strategies.

EDUCATION

University of Maryland, College Park, MD
Bachelor of Science in Computer Science
Major GPA: 3.80/4.0, Overall GPA: 3.4/4.00
Relevant Coursework: Computer Graphics, Theoretical Foundation of Computing, Computer Ethics, Organization of Programming Languages

May 20XX

EMPHASIZE KSAS

Don't just describe your previous job duties. Explain the specific knowledge, skills, and abilities that you acquired from your different work related experiences.

HONORS:

Primannum Honor Society
The National Society of Collegiate Scholars

ADDITIONAL INFORMATION

April 20XX
November 20XX

SECTION HEADINGS

Some section fields are required. Optional sections to include: Additional Information, Job Related Training, Language Skills, Organizations/Affiliations, and Professional Publications. Complete these if applicable.

Member, Intramural Soccer, UMD
Volunteer, Comcast Center Concessions, UMD
Member, Cyber Security Club, UMD

ORGANIZATIONS/AFFILIATIONS

September 20XX – Present
January 20XX – Present
August 20XX – Present

Brianna Boss, University of Maryland, Department of Residence Life, Residence Hall Director
bboss@umd.edu, 301-314-0000

REFERENCES

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This section may be different than the supervisor you list in the "Work Experience" section depending on who you want to serve as a reference.

Federal resumes are typically longer (2-5 pages) than traditional resumes and require more detailed descriptions of duties and accomplishments.

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