

## **Federal Resume Writing: Tips**

**Take advantage of the Federal Resume book you received and pay attention to the following pages:** Take some time to establish an account. It takes no more than 15mins. Once you establish an account you are good to go with building your resume, attaching required documents; DD214, transcript etc, and lots more!

1. Federal Hiring Programs and Preferences/Special Hiring Authorities for Veterans: Pg 38-39
2. Critical Vacancy Announcement Features: Pg 57-58
3. Sample Vacancy Announcement (ensure you review a vacancy thoroughly to fulfill all requirements for the job). Essentially, if you omit any requirements when you apply for a job, your resume will get rejected. This is a true elimination process. Pg 59-64
4. Assessment Questionnaire: You want to click on view assessment questionnaire within the vacancy announcement, copy and paste it to a word document, then, use the questions & answers appropriately within your resume.
5. KEYWORDS are very important. What this means is your resume has to speak the language of your career field/position. Pg. 72-79
6. Review an example of a Veteran's Resume (BEFORE): Pg. 82-83 and (AFTER): Pg. 84-87 This is what your resume will look like once you are ready to view it.
7. VERY IMPORTANT: Type up your resume on a word document and then copy and paste into the resume builder on USAJOBS. WHY? You get timed out of USAJOBS after about 15-20mins.
8. REVIEW HOW TO APPLY: Pg. 114-122