

FIRST STEPS

- ✓ Know the difference between a Federal Résumé and a general résumé and when it is appropriate to use one over the other
- ✓ Thoroughly review job descriptions to ensure you are familiar with the federal organization to which you are applying and what the position within the organization entails

INTRODUCTION

Some Differences between a Federal Résumé and a General Résumé

Federal Résumé	Résumé
<ul style="list-style-type: none"> • A biographical statement emphasizing professional qualifications and activities with focus on federal experience • Intends to demonstrate entire professional experiences • Focuses on individual's lengthy and diverse professional experiences • Required for all federal job positions 	<ul style="list-style-type: none"> • An individually designed summary of personal, educational, and experience qualifications in a variety of settings • Intends to demonstrate fit for a particular position or type of position • Focuses on individual's strongest qualifications • Frequently required for industry positions

Federal Résumé Formatting and Tips

- Type your name and page number on each page (no page number is required on the first page)
- Be simple. Don't use an extensive mix of styles, such as many types of fonts
- Be consistent. Use the same chronological order in presenting information (e.g. if you present your work experiences from most recent to least recent, then use this same order of presentation – reverse chronological order - for other data as well)
- Check for "double entries." No item should appear more than once in the Federal Résumé
- Check the Federal Résumé for clarity, conciseness, completeness, consistency, and currency
- Make sure the Federal Résumé is visually appealing and error-free
- Make sure to convert your Federal Résumé to a PDF, as you will likely be uploading your document to online platforms
- Update all your information in your Federal Résumé regularly with current positions and duties; be mindful of organizations to which you will be applying and the types of skills they want to see

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Student Success Center
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WHAT TO INCLUDE

Identification Information

- Name
- Address
- Email Address
- Phone Numbers
- Veterans Preference
- Citizenship
- Security Clearance

Summary of Service

- A quick snapshot of experiences
- Professional Skills (for example, qualitative skills, language skills, program qualifications)

Education (in reverse chronological order)

- Title of Academic Degree
- Name of College/University
- Location (City/state)
- Date of Completion
- Areas of Specialization

Professional Experience (in reverse chronological order)

- Department
- Institution/Organization/Company
- Location (City/state)
- Title/Position
- Exact Dates worked (to the day if possible)
- Grade Level
- Hours per week
- Supervisors (Name, E-mail, phone number)
- Description of Duties (use action verbs to describe responsibilities/skills developed)

Professional Association Membership(s)

- Current memberships only, in alphabetical order

Other Skills, not stated in summary

- For example, quantitative skills, computer skills, social media skills

Awards

- Purpose of Award
- Date of Award

Professional Service

- Title of Leadership Position held
- Name of Association
- Dates Held
- Responsibilities

Community Involvement

- Brief Description of Responsibilities
- Name of Organization
- Dates

Current Interests

- For example, teaching/research interests, service to profession/department/college
- Avoid including hobbies or unrelated interests

References

- Name of Reference
- Title/Department
- Organization/Institution
- Contact Information

How should I construct my bullet points in my Federal Résumé?

- Find specific job postings that you would like to apply for and take note of their job requirements
- Present the information in succinct phrases, using action words pulled from the keywords in the job posting, as most federal organizations use application tracking systems to detect keywords

NEXT STEPS

- ✓ Come to the MU Career Center to talk with someone about your career planning and to schedule a mock interview.
- ✓ Visit <https://career.missouri.edu> and click on the “Resources” Tab to visit [Mizzou Career Tools](#), where you can search our site for more handouts on this and other topics relevant to you!

SAMPLE STUDENT

1839 Mizzou Way | Columbia, MO 65201 | (573) 555-1999 | Samplestudent@mail.missouri.edu

Veterans Pref: N/A | Citizenship: USA | Security Clearance: Secret

SUMMARY

Resourceful professional with federal work experience and expertise in management, investigation, and public policy. Familiar with legislative, administrative and judicial systems. Skills include:

Customer and constituent relations
Survey design & administration
Project management & coordination
Grant writing

Strong oral & written communication skills
Quantitative & qualitative research & analysis
Project/program monitoring & evaluation
Public policy analysis

EDUCATION

University of Missouri, Harry S Truman School of Public Affairs, Columbia, MO

Master of Public Affairs, Expected Graduation May 20__

- **Specialization:** Public Policy
- **Study Abroad:** Policies & Institutions of the European Union, Belgium, March 20__

University of Missouri Columbia, Columbia, MO

Bachelor of Arts - Political Science, May 20__

- **Honors:** Phi Beta Kappa, Dean's List (8/8 semester)
- **Thesis:** "Vote Like Your Whole World Depended on it: Fear in Political Advertising, 1968 and 2004"

PROFESSIONAL EXPERIENCE

National Records Center, US Department of Agriculture, Lee's Summit, MO

Student Experience Program, May 20__ – August 20__

Grade Level: GS-5

Hours per week: 40

Supervisor: Truman Tiger, Truman.Tiger@usda.gov

- Accepted incoming calls from Federal Bureau of Investigation, as well as maintained records of customer interactions, recording details of inquiries or comments, as well as actions taken to ensure accuracy and completeness
- Developed reports, briefings and issued papers requested by the supervisor
- Answered questions posed by callers and advise them as to the proper course of action for their particular situation
- Continuously kept the on-duty supervisor informed of case status and workloads; prepared the necessary reports for monthly audits
- Made requests for records and/or researches in multiple automated systems, analyzed information for less complex requests for information, and responded to caller via electronic mail, fax, scanned image, or telephone
- Determined other offices and/or agencies that may have related information and took appropriate action or passed information on to caller for action

Institute of Public Policy, Columbia, MO

Graduate Research Assistant, August 20__-Present

Grade Level: n/a Hours per week: 10

Supervisor: Jane Johnson, johnsonjane@missouri.edu

- Collected and analyzed nationwide data for the Planning for Regional Resilience Project; specifically investigated environmental vulnerabilities looking at variables such as magnitude, duration, frequency, impact, and rapidity of the onset of an event
- Collected and analyzed statistical data for the Ferguson Commission working with the Trauma-Informed Approach Team looking at specific indicators on how the community was impacted

Federal Emergency Management Agency, Kansas City, MO

Emergency Management Graduate Student Volunteer, December 20__ – January 20__

Grade Level: GS-5 Hours per week: 20

Supervisor: John Doe, john.doe@fema.gov

- Discussed how to provide communities with assistance in applying for federal funding for emergency management facilities, radiological instrumentation, and other related items
- Reviewed emergency plans of individual organizations to ensure adequacy
- Collaborated with other officials to understand how to prepare and analyze damage assessments following disasters or emergencies
- Attended meetings, conferences, and workshops related to emergency management to learn new information and to develop working relationships with other emergency management specialists
- Consulted with officials of local and area governments, schools, hospitals, and other institutions to determine their needs and capabilities in the event of a natural disaster or other emergency
- Assisted in the design and administration of emergency or disaster preparedness training courses

Missouri State Representative Joseph Smith, Jefferson City, MO

Legislative Aide, June 20__ – July 20__

Grade Level: N/A Hours per week: 40+

Supervisor: Joseph Smith, joseph.smith@mo.gov

- Developed policy recommendations for improving educational attainment and workforce development in the 46th district; Monitored legislation and tracked issues specific to the district
- Attended meetings and hearings; Conducted research and analysis of pertinent issues
- Discussed policies and bills under consideration with constituents; Developed written responses to constituent inquiries

US Congressman William “Lacy” Clay Jr., Washington, DC

Congressional Intern, Summer 20__

Grade Level: N/A Hours per week: 40

Supervisor: Hank Arnold, Legislative Aide, Hank.arnold@house.us.gov

- Attended committee hearings dealing with the IDEA Now Act (H.R. 562), the Keep our PACT Act (H.R. 1102) and the Keep Teachers Teaching Act (H.R. 1161) and drafted memoranda for legislative aids

Project Vote Smart, Philipsburg, MT

Key Votes and Hotline Assistant, Summer 20__

Grade Level: N/A Hours per week: 40

Supervisor: Matthew Smith, MSmith@votesmart.org

- Answered Voter’s Research Hotline, researched and responded to special requests
- Assisted with writing and editing State and Congressional key vote summaries; Checked and recorded key vote breakdowns

MEMBERSHIPS

Member, Association of Mizzou Public Affairs Students (AMPAS), August 20__ - Present

- Aided in the planning of networking events

Chairman, PET Service Team, Rotaract Club of Columbia, June 20__ - Present

- Led service project for PET (Personal Energy Transportation)

Legislative Advocacy Team, Missouri Students Association, Fall 20__ - Spring 20__

- Advocated at state capitol for increase in funding for education; Educated Mizzou students on the issue

ADDITIONAL SKILLS

- Quantitative Programs: STATA, SPSS, SAS
- Federal Programs: Computer technology Index System (IS) – File Tracking (FT) – Electronic Workload (EW) – Document Management (DM) – Network Facilitator (CN) – System Administrator (SA) – Query Service (QS) – Administrative Module (AM) – Computer Linked Information (CLI)
- Microsoft: Word, Excel, Access, PowerPoint, Outlook
- Social Media: Comfortable with Twitter, Facebook, Instagram, and LinkedIn
- Organizational and strategic planning; Team building

COMMUNITY INVOLVEMENT

Group Leader, Mizzou Alternative Breaks, Jaibon, Dominican Republic -- March 20__

- Planned and organized a trip for 30 students to Dominican Republic to work at a Children's orphanage
- Made travel and housing arrangements; Provided leadership during the trip

Participant, Mizzou Alternative Breaks, Charleston, South Carolina -- March 20__

- Worked with non-profits focused on children with disabilities; Assisted with therapeutic riding and adaptive gardening

WORK HISTORY

Hostess, 44 Stone Restaurant & Pub, Columbia, Missouri -- June 20__ - May 20__

Hostess, Addison's Bar & Grill, Columbia, Missouri -- August 20__ - December 20__