KEY INTO PUBLIC SERVICE

The PHI BETA KAPPA Society

Resources: Building a Federal Resume

Federal Resume and Cover Letter Writing Resources

This document provides a comprehensive collection of practical resources and tips for writing federal resumes and cover letters.

Resources and Templates

- "Building a Federal Resume," Partnership for Public Service

- "Writing a Federal Resume," Go Government

- "Federal Resume Tips," Office of Human Resources, National Institute of Health

- "Writing an Effective Federal Resume," United States Office of Personnel Management

- "Tips for Writing a Cover Letter," Office of Human Resources, California Department of General Services

- "2023 Guide to Writing Cover Letter for Government Jobs," Hiration

- "Tips for Writing a Federal Resume," United States Department of Labor

- "Sample Resume," United States Securities and Exchange Commission

- "Writing a Federal Government Resume," Technology Transformation Services

- "Writing a Resume for AFCS," Air Force Civilian Service

- "How to Build a Federal Resume," Forest Service, United States Department of Agriculture

- "What Employers Look for When Hiring in the Public Sector," 2019 Call to Serve Panel, Phi Beta Kappa Society

- USA Jobs Tips for Federal Resumes:
    - "What Should I Include in My Resume?"
    - "What Should I Leave Out of My Resume?"
    - "How to Build a Resume"

Our Top Tips for Federal Resumes: This section offers specific advice and guidance for crafting effective federal resumes.

- **Detail the 'How':** When writing your resume, explain *what* you did and *how* you did it. Explaining how tasks were performed helps to demonstrate specific skills and expertise. For example, instead of simply stating 'Dogwalker," elaborate with details like 'Dogwalker who knows how to leash the dog, walk the dog, scoop the poop, take it to the dog park, keep it from eating chocolate, feed the dog,' etc.

- **Tailor to Job Announcements:** Customize your resume to reflect the specific language and requirements in a job description. This practice can make a strong impression on your hiring manager and increase your chances of moving to the interview stage of the application process.

- **Quantify Accomplishments:** Numbers impress hiring managers. Use numbers, percentages, and data to highlight the impact of your past work and achievements.

- **Market Skills and Achievements:** Highlight relevant knowledge, skills, and accomplishments that are relevant to the job you are applying for, even if it is not formal employment. This can include volunteer engagements, community involvement, and leadership positions on and off campus.

- **Spelling and Grammar:** Ensure your resume is thoroughly edited and free of spelling and grammar errors to demonstrate professionalism and attention-to-detail. Available sources for editing may include online grammar tools, writing centers, or a trusted peer.

- **Clarity and Concision: Your** resume should be readable to someone who has no background with the experiences and affiliations you detail. To achieve this, avoid using jargon and acronyms. Write in clear, simple language that anyone can understand, and focus on relevant information.

- **Comprehensive Application:** Treat your resume as the complete job application. Be as detailed as necessary while maintaining clarity and brevity to provide a full picture of your qualifications.