

FEDERAL RESUME CHECKLIST

1. Resume Overview

- One font is used. Times New Roman, Arial or Calibri are the best choices.
- Spacing is clear and consistent.
- Font size is 11 or 12 pt.
- Limit use of bold and underline to only highlight key headers.
- Resume is NOT limited to a single page. Federal resumes are your application. Use as many pages as needed to showcase your knowledge, skills and abilities.
- Use of acronyms is limited to widely known acronyms such as USA.
- Resume is focused on one job and/or job series. This means you have more than one resume if applying for different types of jobs. Update your resume for each job you apply to.
- Ask two people to review resume for spelling and grammatical errors.
- A person who is not familiar with your occupational background will be able to understand what you do and why it is important.

2. Header Section

- Your name, the largest wording on your resume, has a font size between 24 and 28 pt.
- Contact information, including home address, email address and telephone number, is listed in a clear manner.
- Your email address is professional. Tip: use an email address that you will have access to for at least a year. It may be better to use a personal email address instead of a student email address.

3. Professional Summary/Skills Section [Optional]

- An objective section shows what you want. A professional summary shows what you can offer. Delete the objectives section or replace it with a professional summary section.
- Consider this section an elevator speech to summarize your expertise.
- Pinpoint key skills listed in the job announcement to include in your professional summary.
- Top clearances and certifications are included.

4. Work Experience Section

- Experience requirements listed in the job announcement are reflected in your resume. Review the Duties, Responsibilities, Qualifications, and How You Will be Evaluated sections of the job announcement to pull key experience requirements.
- Work descriptions paint a clear picture of your tasks, level of expertise and results of your effort. Use quantitative and qualitative descriptions.
- Experiences are listed in reverse chronological order. The most recent experiences should be first, followed by previous experiences.

- Present job descriptions are in present tense. Past job descriptions are in past tense.
- Job title and company name are listed for each experience.
- Work beginning and end dates include month and year. Seasons (i.e., summer) should not be used as a date.
- Hours worked per week are listed for each experience.
- Supervisor name, contact information and contact permissions (Okay to Contact, Not Okay to Contact, or Contact Me First) are listed.

5. Volunteer/Related Experience Section

- Human Resources also uses your volunteer and related experience to qualify you for a position. Include detailed descriptions about any unpaid work.
- This section could include relevant class projects, unpaid internships, community service, volunteer work and any other related work and activities.
- When applicable, format your volunteer and related experiences in the same manner as your paid work experience. Include work dates, hours worked per week and supervisor name and contact permission.

6. Special Recognition/Leadership Section

- Include relevant achievements and awards that showcase your knowledge, skills, and abilities.
- Include relevant participation in groups, teams and clubs that showcase your leadership skills.
- Consider leadership positions you have filled at school or in your community.
- Include dates for achievements or participation.

7. Specialized Training/Certifications Section

- List relevant training and certifications that are not included in professional summary/skills section.
- Include dates for training and certifications.
- Certifications and clearances are up to date.

8. Education Section

- Review the Qualifications and How You Will be Evaluated sections of the job announcement for key education requirements. Show accomplishment of these requirements within your resume. (You will still need to submit all relevant educational documents as confirmation)
- Include location of educational institution.
- Include dates of completion.

9. References Section

- 3-5 professional references with contact information.
- Call your references to let them know about the position you applied to and share the skills and accomplishments you would want them to share if contacted.



for the greatest good

Smokey Bear
P.O. BOX XXX
JOHN DAY, OR 97845
541-575-XXXX

PAST EMPLOYMENT

USDA Forest Service
P.O. Box 909
John Day, OR 97845

From: 6-9-2014 **To:** 9-26-2014 **Hours per Week-**40
From: 6-7-2013 **To:** 9-21-2013 **Hours per Week-**40

Title of Position: Forestry Aid (Handcrew) GS-0462-3

Supervisor: Tim

Telephone: 541-575-xxxx

Wage: \$11.95

Description of Work:

- Wildland firefighter
- Patrol on an engine for fire suppression duties
- Dig hand line to contain wildland fires
- Skill in determining urban interface situations
- Certified to operate a chainsaw – B-Faller B-Bucker
- Accomplish emergency repairs as necessary to permit continued use of equipment. If engine is not accessible, effectively suppress the fire using alternative methods
- Knowledge of use of handtools and proper maintenance
- Knowledge of fire suppression techniques, methods and conditions to be able to accurately analyze fire circumstances
- Determine when circumstances warrant withdrawal of ground support
- Knowledge of fire behavior including causes of fire, (human, natural), influence of temperature, humidity, wind, slope, topography, and fuel moisture to maximize effectiveness of suppression of incident, provide accurate reports, i.e., size up, route of travel, etc.
- Skilled in appropriate fireline locations and anchor points.
- Skill in working with engines, and equipment
- Skill recognizing fire hazards in order to carry out assignments in fire prevention
- Skill in solving fire engine hydraulic problems, i.e., effect of elevations, friction loss, pressure, apparatus differences, operating procedures to distribute water through hose lays and to operate equipment for peak utilization
- Proficient with computer; i.e., word, excell

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From: 7-1-2011 **To:** 8-15-2011 **Hours per Week-**40

From: 7-1-2012 **To:** 8-15-2012 **Hours per Week-**40

Oregon Department of Transportation
South Canyon Blvd.
John Day, OR 97845

Title of Position: Litter Patrol

Supervisor: Woodsy Owl

Telephone: 575-0749

Wage: \$10.00

Description of Work:

- Litter Patrol along state highways
- Walk seven miles per day
- Pick up debris in a safe manner
- Flag and marked unsafe or dangerous items
- Pull weeds by hand
- Wash vehicles by hand
- Ensure time card filled out accurately
- Clean and maintain State highway shop

From: 09-01-2012 **To:** 11-15-2012 **Hours per Week -** 8

Families First

Title of Position: Office Aid

Supervisor: Jane Doe

Telephone: 541-575-xxxx

Wage: Work Study

Description of Work:

- Answer phones in a courteous manner
- Take detailed, concise messages and route appropriately
- Copy documents as needed
- File letters in appropriate file designations
- Prepare daily schedules
- Greet walk in customers in a friendly manner
- Assist in feeding Head Start children

From: 3-01-2010 **To:** 8-20-2010 **Hours per Week** - 24.5

From: 3-1-2011 **To:** 8-23-2011 **Hours per Week** - 24.5

From: 3-1-2012 **To:** 8-17-2012 **Hours per Week** - 24.5

Raising FFA Market Lambs

Title of Position: Raising Market Lambs

Supervisor: FFA Advisor

Telephone: 541-575-XXXX

Wage: N/A

- Raise 2 lambs each year (Total of 6 lambs) for Union County Stockshow and Grant County Fair
- Fed and watered Animals
- Clean pens with shovel, pitch fork, and wheelbarrow
- Adminster medication and supplements
- Walk animals daily
- Wash and groom animals
- Shear lambs with electric shearers
- Ensure animal was healthy and gaining weight at appropriate rate
- Purchase feed

From: 5-30-2010 **To:** 8-15-2010 **Hours per Week**-48

From: 5-28-2009 **To:** 8-15-2009 **Hours per Week**-48

Betty Sue

P.O. Box XX

John Day, OR 97845

Title of Position: Babysitter

Supervisor: Betty Sue

Telephone: 575-XXXX

Wage: \$5.00

Description of Work:

- Cared for two infant children under the age of two from 7am-5:30pm
- Cooked meals for the children while following recipe instructions
- Kept house clean at all times by sweeping, vacuuming, and mopping
- Entertained the children
- Ensured that children were cared for in a safe manner, and kept clean

From: 5-30-2007 **To:** 8-15-2007 **Hours per Month - 6**
From: 5-28-2008 **To:** 8-15-2008 **Hours per Month - 6**
From: 5-30-2009 **To:** 8-15-2009 **Hours per Month - 6**
From: 5-30-2010 **To:** 8-15-2010 **Hours per Month - 6**
From: 5-30-2011 **To:** 8-15-2011 **Hours per Month - 6**
From: 5-30-2012 **To:** 8-15-2012 **Hours per Month - 6**

Ranger Rick

Title of Position: Laborer
Supervisor: Ranger Rick
Telephone: 541-575-XXXX
Wage: \$N/A

Description of Work:

- Clear brush by hand
- Pile brush
- Split wood with splitting maul and axe
- Load wood
- Stack Wood
- Unload Wood
- Operate lawnmower and weedeater
- Experience operating snowmobile
- Experience operating ATV, UTV, and Motorbike
- Operate a manual stick shift
- Operate two way radio

From: 5-30-2007 **To:** Current **Hours per Month - 10**

M&L Auto

Title of Position: Secretary
Supervisor: Henry Ford
Telephone: 541-575-XXXX
Wage: \$N/A

Description of Work:

- Answer phones in a courteous manner
- Take concise messages and route appropriately
- Initiate invoices in computer

Smokey Bear

- Greet walk in customers in a friendly manner
- Answer general questions

AWARDS – ACCOMPLISHMENTS

- o Academic Award in the following classes: Global Studies, AG III, Yearbook, Spanish II,
- o FFA Greenhand and Chapter Degree
- o Scholar Athlete
- o Highest GPA Award
- o Excellence in English
- o Honor Roll
- o Honorable Mention- 2 years
- o FFA- Reserve Grand Champion, Champion Senior Showmanship

ACTIVITIES & ATHLETICS

Volleyball- 4 years

Softball-4 years – Second Team Outfielder

Science Club

FFA- 3 years

Market Lamb – Reserve Grand Champion, Champion Senior Showmanship

Spanish Club

Lunch Buddies- 2 years

COMMUNITY SERVICE

Carrie Young Memorial

Lunch Buddies

Side Out Foundation – Dig Pink

FFA - Canned Drive and Serve at RMEF Dinner

Peer Mediation

CERTIFICATE

Oregon State Food Handlers License

RECOMMENDATIONS

Matt Jones- Grant Union High School, Math Teacher, 541-575-1799

Curt Shelley- Grant Union High School, Principal, 541-575-1799

Shane Giffin-Oregon Dept. of Transportation, Maintenance Manager, 541-575-0749

Sonna Smith- Grant Union High School, Science Teacher, 541-575-1799

EDUCATION

- o Grant Union High School Senior GPA XXX – Graduated 2022

Smokey Bear

I do certify that the above information is true and correct and that I am a citizen of the United States of America.

Signed: /s/ Smokey Bear Dated: _____

Federal Resume Example

Smokey Bear, Jr

Washington, DC 20252, 123-456-7890, smokey.jr@smokeybear.com

WORK EXPERIENCE

Forestry Technician Intern, GS-0462-05

May 2019 - Present

USDA Forest Service, Cherokee National Forest

40 hours worked per week

Supervisor: Rec Tech Beth, 098-765-4321, firewomanbeth@gg.com, Contact me First

- Assists with the development of work plans for silviculture examinations, timber stand improvement and reforestation activities.
- Develops timber communications strategy and implementation guidance to clearly articulate and showcase how the Ocoee Ranger District plans to accomplish the Forest Service mission as outlined in the Cherokee National Forest plan.
- Regularly acts as note-taker which includes capturing notes in an accurate and logical manner, formatting notes for distribution and filing, and making updates as requested.
- Develops weekly reports and accompanying visuals to detail timber management projects.
- Without guides or precedent, assists in planning timber stand management projects.
- Gathers necessary field data used in creating reports for unit activity.
- As part of a team, conducts timber stand improvement surveys to determine stand health.
- Reviews standard contract clauses to determine applicability and serves as contract officer representative (COR) when needed.
- Proficient management of multiple projects simultaneously with minimal supervision.

Forestry Technician Intern, GS-0462-04

May 2018 - August 2018

USDA Forest Service, Cherokee National Forest

40 hours worked per week

Supervisor: Fire Marco, 111-123-4567, ebmarco@gg.com, Okay to Contact

- Performed wildland firefighting work as part of a fire crew.

- Responsible for maintaining specialized equipment and ensuring equipment was in good working order.
- Used a variety of specialized tools including McLeod, Pulaski, shovel and drip torch.
- Monitored fire activity during prescribed burns to ensure fire remained contained within fire lines.
- Used lessons learned during previous summers to conduct workshops for visitors to the ranger district. Workshops included topics on building and putting out a campfire, wilderness safety and wildlife identification. Weekly workshops attracted 20-30 participants each session with ages ranging from 5-70 years old.

Forestry Technician Intern, GS-0462-03

June 2017- September 2017

USDA Forest Service, Unaka Ranger District

40 hours worked per week

Supervisor: Nature Nikita, 000-123-4567, nnikita@gg.com, Okay to Contact

- Performed daily maintenance and clean up for sites and reported issues as needed.
- Monitored public use of recreation areas and trails to ensure compliance with rules and regulations.
- Reported safety issues to designated officials.
- Designed and implemented schedule to ensure that maintenance needs were handled efficiently during the busy summer season.
- Provided general information to the public including information about special use permits.
- Inspected special use permits to ensure compliance and reported non-compliance to designated official.
- Collected and deposited money from the sale of recreation use permits.

VOLUNTEER EXPERIENCE

Recreation Crew Intern

June 2016 - August 2016

Greening Youth Foundation, Cherokee National Forest

40 hours worked per week

Supervisor: Sasha Reid, Retired

- Coordinated weekly meetings with crew members to plan for upcoming events and work assignments.
- Utilized a variety of hand tools including a shovel, hammer and rake to maintain public areas on several ranger districts within the forest.
- Used exceptional workload management skills to prioritize work assignments according to urgency and mission importance.

- Developed, planned and presented educational programs on fire safety and environmental awareness to youth visiting the Cherokee National Forest.
- Served as primary contact for educators planning a visit to the forest.
- Designed and hung flyers with important safety messages in designated public areas to build awareness and boost compliance.

SPECIAL RECOGNITION

Wildfire University Dean's Award for Outstanding Academic Achievement, 2017
Region 8 Regional Forester's Honor Award for Cubs for Recreation Summer Camp, 2018

TRAINING AND CERTIFICATIONS

S-130/190 Basic Firefighter, USDA Forest Service, 2016
High Impact Communications, Only You International, 2017
CPR and First Aid Training, USDA Forest Service, 2017
S-212 Wildland Fire Chainsaws, National Wildland Coordinating Group, 2018

EDUCATION

Bachelor of Science, Natural Resources Management, 2019
Wildfire University, Chattanooga, Tennessee
GPA: 3.75

REFERENCES

Woodsy Owl, CEO
Give a Hoot Incorporated
woodsy@owl.com, 333-222-1111

Captain Planet, Founder
Captain Planet Foundation
captain@planet.com, 777-333-1111

Victoria Christiansen, Chief
USDA Forest Service
chief@fs.gov, 222-333-7777

Federal Resume Example 3

Smokey Bear, Jr

Washington, DC 20252 | 123-456-7890 | smokey.jr@smokeybear.com

PROFESSIONAL SUMMARY

Skilled forestry technician with three seasons of experience performing recreation area work as part of a team during the busy summer season. Strong history of designing and implementing successful strategies designed to meet or exceed organizational safety goals. Solid relationship-building skills and experience working collaboratively with teams, partners and the public.

WORK EXPERIENCE

Forestry Technician Intern, GS-0462-05 May 2019 - Present

USDA Forest Service, Cherokee National Forest

40 hours worked per week

Supervisor: Rec Tech Beth, 098-765-4321, firewomanbeth@gg.com, Contact me First

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