

## Creating a Federal Resume

Your resume is important because it is used to determine if you have qualifying work experience to meet the knowledge, skills and abilities (KSAs) or job elements outlined in the vacancy announcement. In addition, your resume is used to support your responses to the vacancy specific questions.

Your resume should include the duties, tasks, and level of responsibilities for each of your work periods which pertain to the position for which you are applying.

### ***For each work period, an effective resume should include:***

- Beginning/Ending dates - MM/DD/YY to MM/DD/YY; **and**
- Work Schedule - was it full time or part time? – if part time – number of hours per week; was it seasonal? – identify the months you were in a pay status; was it temporary work or a detail?
- Job Title (if Federal Service provide series and grade); **and**
- Pay - include salary and whether it was per hour, per year etc. NOTE: voluntary work may also be used as qualifying experience; **and**
- Duties - the KSAs or job elements, work experience, and vacancy specific questions are all related. Think about how these parts of the vacancy announcement relate to your experience and construct your resume to ensure that it accurately reflects your experience. Minimize military/fire terms and acronyms that are not relatable to the general public. State what you've accomplished.

### ***Other Information to be included:***

- Prior firefighter experience – If the position requires 90 days of prior wildland fire experience, this experience must be documented with specific dates **and** duties performed (not just a title) in the resume. *DOI Definition: Wildland firefighting experience is gained through work on the fire line in containment, control, suppression or use of wildland fire. This experience can be met by serving in a temporary, seasonal, or equivalent private sector fire position for no less than 90 days. Wildland fires are categorized into two distinct types: (1) Wildfires – Unplanned ignitions or prescribed fires that are declared wildfires; and (2) Prescribed Fires – Planned ignitions. This description includes only fireline experience on a Prescribed Fire; it does not include experience in the planning stages. Prescribed fire experience must be supplemented by fire suppression experience in order to be creditable as previous wildland firefighting experience.*
- Supervisor's name and contact information, if applicable. You should also indicate if you would prefer to be notified before your supervisor is contacted; **and/or**
- A minimum of 3 references that include personal and professional contacts – Do not state that references will be provided upon request.

## Applying to a Federal Job

- Read the job announcement in its entirety.
- Read the “**Who May Apply**” section to be sure you are eligible to apply.
- Provide a resume relevant to the duties and KSAs or job elements, highlighting your skills.
- Respond to the questionnaire as honest and accurately as possible, and be sure your answers are supported within your resume. Take a moment to review your responses to the vacancy specific questions to ensure your resume provides sufficient information to support your responses.
- Review the “**Required Documents**” section to be sure you provide all documents required to verify your eligibility (**SF-50**) and/or qualifications (**transcripts, IQCS, etc**). *You will be found not eligible if not provided.*
- If you need assistance or have questions, contact the agency **before** the job announcement closes.
- Most importantly, when job announcements are set to close, they **close at midnight EST**. You must have the application finished and submitted by this time in order to be considered.

*Note#1: If you are a current federal status employee, for GS positions, you must demonstrate in the resume that you meet the knowledge, skills, and abilities & specialized experience requirements as stated in the announcement, and the level of work was performed for a minimum of 12 months at the next lower grade level identified in the vacancy announcement. Work beyond the next lower grade level may not be evaluated and/or applied for creditable specialized experience, but may be used for meeting selective placement factors such as prior 90 days of wildland fire.*

*Note #2: Short bullet statements in your resume may not suffice for a federal resume. Be sure to elaborate and clearly state how your duties were carried out.*

**USAJOBS provides wonderful **Tips & Videos on YouTube** linked on their web site at:**

**<https://help.usajobs.gov/index.php/Tips>**

**<https://www.youtube.com/channel>**