



Writing Your Federal Résumé



Objectives

- Understand why a Federal résumé is important and how it is different from other résumés
- Make your résumé more marketable
- Know how to use a Federal job announcement to write a better résumé
- Learn simple steps to write your experience for better results
- Understand the USAJOBS Résumé Builder



Why a Résumé?

- Your résumé IS your Federal application
- Best way to “market” yourself to employers
- Conveys your qualifications for the job
- Shows you can provide immediate results
- Your first and possibly only impression
- Used to determine minimum qualifications
- Used to separate those who are best qualified from those only basically qualified



Federal Résumé Writing Tips

- Use plain language – avoid jargon
- Explain acronyms and use them sparingly
- Highlight relevant experience and education
- State the facts – do not exaggerate
- Explain WHAT you did and HOW it made a difference, i.e., did you leave the job better than you found it?
- Clearly show how you meet the knowledge, skills, and abilities (KSAs) for the job



Federal Résumé Writing Tips (Cont'd)

- Consider creating up to five customized résumés based on the extent/variety of your experience
- Do not include personally identifiable information
- Do not include photographs
- You can use résumés created with the USAJOBS Resume Builder or uploaded from your own files
- Use the USAJOBS Resume Builder to learn what information must be included on your résumé
- Carefully check spelling and grammar



Federal vs Private Sector Résumé

- Length
 - Private: 1-2 pages
 - Federal: Unlimited (unless specified by agency)
- Qualifications
 - Private: Flexible
 - Federal: Must meet all minimum qualifications
- Accomplishments
 - Private: Less detailed and more generalized
 - Federal: Specifics and how you made a difference



Format

- Two typical formats:
 - Functional
 - Reverse chronological
- Recommended – Reverse chronological:
 - List your most recent experience first then work backwards to describe previous jobs
 - Use RELEVANT experience, even if you have to go back a few years to show it
 - Include unpaid/volunteer experience as long as it is RELEVANT



What Human Resources Requires

- Complete Application
 - Résumé
 - Supporting documents (e.g., transcripts)
- Proof (from the résumé) of:
 - Eligibility (may you apply for this position?)
 - Minimum qualifications (KSAs)
- Relevant experience (amount/level)
- Questionnaire responses supported on résumé
- Additional assessments (if applicable)



What the Hiring Official Wants to See

- Immediate results (qualifications)
- Clear examples of experience and accomplishments
 - Amount
 - Level
- Additional relevant experience
- A reason to interview you as compared to others



Ineffective Federal Résumés

- Are limited to one page or are excessively long
- Provide only general information and experience
- Do not clearly show results and accomplishments
- Do not clearly reflect possession of the KSAs
- Contain spelling and grammatical errors
- Use unexplained acronyms and jargon
- Assume that agencies will “read between the lines”
- Do not support answers on the occupational questionnaire or exaggerate accomplishments



Effective Federal Résumés

- Are sufficient in length to show qualifications
- Demonstrate specific, **relevant** experience
- Clearly show results and accomplishments
- Reflect possession of the KSAs, leaving no doubt
- Are flawless with regard to spelling and grammar
- Explain acronyms and avoid jargon
- Provide agencies the necessary info to qualify
- Support answers on the occupational questionnaire with genuine descriptions of accomplishments



Preparing to Write Your Résumé

Sources of Information:

- Former job descriptions
- Supervisory reviews and feedback
- Transcripts
- Course feedback
- Military honors
- Awards and recognition (in the narrative)
- Customer acknowledgements
- Survey results



Preparing to Write Your Resume (Cont'd)

Think outside the box and don't ignore:

- Leadership roles in social/civic organizations
- Volunteer experiences
- Projects
- Professional/Academic challenges or successes
- Special assignments
- Travel experiences



Use the Job Announcement

Job Opportunity Announcement (JOA) sections that will help you craft a better résumé:

- Duties
 - Responsibilities
- Qualifications
- Occupational Questionnaire
 - Linked from the JOA



Job Opportunity Announcement

USAJOBS

Sign In

Help

Search

Create an account to get started — build your profile, create or upload resumes and apply for jobs.

[< Prev](#)

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Auditor

GENERAL SERVICES ADMINISTRATION

[Office of Inspector General](#)

Overview

[Locations](#)

[Duties](#)

[Requirements](#)

[Required Documents](#)

[Benefits](#)

[How to apply](#)

Overview

Open & closing dates

🕒 2016-02-28 to 2016-03-09

Salary

\$38,790 to \$69,545 / Per Year

Pay scale & grade

GS 07-09

Work schedule

Full Time

Appointment type

Recent Graduates

This job is open to

[Students & recent graduates](#)

Apply

Print

Share

Save

Announcement number

JA-2016-17-RG

JA-2018-17-RG

~~CONTROL NUMBER~~

3524792500

Location

Few vacancies in the following locations:

New York, NY



Duties and Responsibilities

Duties

Summary

It is anticipated that there will be significant interest in the announcement. As a result, the announcement will close at 11:59 p.m. ET on the date of receipt of the **200th application or at 11:59 p.m. ET on 3/9/2016**; whichever occurs first.

We are seeking a highly qualified and motivated individual to serve as an auditor and be a proactive member of our team. The Office of Inspector General (OIG) for the General Services Administration (GSA) is one of the original OIGs established by the Inspector General Act of 1978. The OIGs were created as independent and objective entities within an agency (A) to promote economy, efficiency, and effectiveness in the administration of the agency, and (B) to prevent and detect fraud and abuse in agency programs and operations. The OIGs report to the agency head and Congress through semi-annual and other reports.

The GSA OIG is dedicated to protecting the public interest by bringing about positive changes in the performance, accountability, and integrity of GSA programs and operations. Oversight is provided through auditing, inspections and evaluations, and investigations of GSA extensive procurement, real property, and related programs and operations, which primarily support other federal agencies. OIG oversight components report their findings and recommend courses of action to promote efficiency and economy in the GSA's activities. Last fiscal year, our OIG professionals' efforts resulted in \$243 million in criminal, civil, administrative, and other recoveries; over \$1.4 billion in GSA management decisions that agreed with GSA OIG audit recommendations; over 40 successful criminal prosecutions; and numerous suspensions and debarments. Applicants are encouraged to review the work and accomplishments of the GSA OIG on our website <https://www.gsaig.gov/>.

[Learn more about this agency](#)

[Help](#)

Responsibilities

This position is located in the Audits Office of Inspector General (OIG). The incumbent serves as an Auditor and works directly for the Fort Worth, Texas office. As an Auditor, you will work on a team conducting performance and attestation audits. You will perform systematic examinations and analyses of financial-related records, reports, management controls, and policies and practices that impact the financial condition of GSA organizations and activities. You will be responsible for 1) preparing work papers/reports to document the audit process including audit objectives and related conclusions, deficiencies, and recommendations for corrective actions; 2) assisting higher level auditors in determining areas of high risk to focus on during an audit; and, 3) other related assigned duties.

At the full performance level of the position, additional responsibilities include:

- Performing research, evaluations, studies, and analyses;
- Identifying significant audit and review findings, trends, and patterns;
- Researching and reviewing pertinent federal laws and Comptroller General decisions; and,
- Identifying legislative, regulatory, and procedural requirements applicable to GSA programs, activities, and functions.

Travel Required

Occasional Travel - Selected applicant must be able to acquire and maintain a government-issued travel charge card.

Supervisory status

No

Promotion Potential

No



Qualifications

Qualifications

In order to qualify, you must meet the education and experience requirements described below. Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community; student; social). You will receive credit for all qualifying experience, including volunteer experience. Your resume must clearly describe your relevant experience; if qualifying based on education, your transcripts will be required as part of your application. Additional information about transcripts is [in this document](#).

Basic Requirement for Auditor:

A. Degree: Bachelor's degree (or higher degree) in accounting; or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law.

OR

B. Combination of Education and Experience: Must include at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include one of the following:

- (1) Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law; OR
- (2) A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; OR
- (3) Completion of the requirements for a degree that included substantial course work in

Specialized Experience:

In addition to OPM's basic eligibility requirements, applicants must have specialized experience that is compensated or uncompensated (related educational and/or work experience) which has equipped you with the specific knowledge, skills and abilities to successfully perform the duties of the position in the application of professional accounting and auditing principles, procedures, and techniques.

All successful applicants for this position will possess the following competencies: Basic knowledge of accounting principles and auditing standards; the ability to apply audit techniques in collecting and analyzing data; the ability to communicate effectively, both orally and in writing; and the ability to conduct multiple segments of complex audits.

GS-7 applicants must have one (1) year of graduate-level education or superior academic achievement or one (1) year of specialized experience equivalent to at least the GS-5 level. Specialized experience includes, but is not limited to, assisting in the verification of reports against source accounts, and performing routine technical accounting assignments; reconciling bank and other accounts; verifying cash receipts and disbursement vouchers; verifying the accuracy of computations; and assisting in the preparation of basic audit work papers.

GS-9 applicants must have two (2) years of progressively higher level graduate education leading to a master's degree or equivalent graduate degree or (1) year of specialized



Occupational Questionnaire

How You Will Be Evaluated

Category rating will be used to rank candidates into one of the three Quality groups; Best Qualified, Well Qualified, and Qualified. Veteran's preference consideration, if supported by appropriate documentation, is then applied. Qualified preference eligibles are placed above non-preference eligibles within their respective quality category and considered before non-preference-eligibles in that category. Note: Your responses must be substantiated by the resume submitted. If a determination is made that in responding to the vacancy questions you have rated yourself higher than is evident in your resume, experience, and/or education, your score may be adjusted by a Human Resources Specialist.

To preview questions please [click here](#).

Background checks and security clearance

Security clearance

[Public Trust - Background Investigation](#)



Occupational Questionnaire (Cont'd)

Which of the following best describes your experience verifying the accuracy of computations?

* 5 Determine compliance with generally accepted government auditing standards.

I have not had education, training, or experience in performing this task.

I have had education or training in performing this task, but have not yet performed it on the job.

I have performed this task on the job, but with close review and assistance from either a supervisor or a senior employee.

I have performed this task as a regular part of a job and only in unique or unusual situations did I require assistance or review by a supervisor or a senior employee.

Others regularly consult me for my expertise and assistance in performing this task or I have trained or instructed others so that they can perform this task.



Remember Other Required Documents

[Help](#)

Required Documents

You must submit ALL required documents before the closing date/deadline to have a complete application. Review the following list to determine which documents must be submitted online.

College Transcripts: If you are using some or all of your college education to meet qualification requirements for this position, you must submit a photocopy of your college transcript(s). If selected, an official/sealed transcript will be required prior to appointment. For education completed outside the United States, also submit a valid foreign credential evaluation that substantiates possession of the required education. See Application of Qualification Standards at [OPM's General Schedule Qualification Policies](#) website for information on crediting education.

[ICTAP/CTAP Eligible](#): Submit (a) proof of eligibility including agency notice; (b) SF-50 and (c) most recent performance rating.

Veterans [and applicants claiming veterans preference](#): You must submit a copy of the applicable Certificate of Release or Discharge From Active Duty, DD-214 that shows the dates of applicable active duty service. If selected, a DD-214 showing the type of discharge (member 4 copy) will be required prior to appointment. If you are claiming 10 point preference or Derived Preference (a spouse, widow/widower, or parent of a deceased or disabled veteran), you must submit the following in addition to the DD-214: (1) completed [SF-15](#) form; and (2) proof of your entitlement. A list of documents which serve as acceptable proof of entitlement is indicated on the SF-15 form.



How to Best Present Your Experience

- **Write experience this way:**

- Amount of experience:

“Managed an 8 person team over 15 years...”

- Level of experience:

“Routinely advised and briefed organizational senior executives on...”

Note: Repetition is OK

- **Also add WHY it mattered:**

Accomplishments show why you should be selected as compared to others



Detail Accomplishments

- Who was impacted?
- What were the cost savings?
- Did you exceed deadlines?
- Did you receive awards or recognition?
- What changed or improved?
- Did you leave the job better than you “found” it?
- Quantify wherever possible



Example (Accomplishments)

- Before:

Responsible for planning, executing and coordinating special operations mountain and desert training. Served as primary instructor for all new Soldiers in training.

- After:

Developed and executed numerous sensitive and realistic training courses for nearly 1,500 personnel annually. Rated as the number one instructor over 20 peers on last 3 annual performance reports.



How to Write Your Experience

- Review the job opportunity announcement to understand the requirements and description of the work to be done
- Break the requirements down into easy to understand short statements or bulleted items
- Compare what you've done in the past with the requirements and find the similarities
- Write your experience by matching your personal experiences and accomplishments with the language in the requirements



Step 1

Understand the requirements in the announcement

Specialized Experience:

In addition to OPM's basic eligibility requirements, applicants must have specialized experience that is compensated or uncompensated (related educational and/or work experience) which has equipped you with the specific knowledge, skills and abilities to successfully perform the duties of the position in the application of professional accounting and auditing principles, procedures, and techniques.

All successful applicants for this position will possess the following competencies: Basic knowledge of accounting principles and auditing standards; the ability to apply audit techniques in collecting and analyzing data; the ability to communicate effectively, both orally and in writing; and the ability to conduct multiple segments of complex audits.

GS-7 applicants must have one (1) year of graduate-level education or superior academic achievement or one (1) year of specialized experience equivalent to at least the GS-5 level. Specialized experience includes, but is not limited to, assisting in the verification of reports against source accounts, and performing routine technical accounting assignments; reconciling bank and other accounts; verifying cash receipts and disbursement vouchers; verifying the accuracy of computations; and assisting in the preparation of basic audit work papers.

GS-9 applicants must have two (2) years of progressively higher level graduate education leading to a master's degree or equivalent graduate degree or (1) year of specialized



Step 2

Break requirements down to short statements

Specialized Experience:

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All successful applicants for this position will possess the following competencies:

Basic knowledge of accounting principles and auditing standards;
apply audit techniques in collecting and analyzing data;
communicate effectively, both orally and in writing;
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verification of reports against source accounts,
performing routine technical accounting assignments;
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verifying the accuracy of computations;
preparation of basic audit work papers.

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Step 3

Match Your Experience with the Requirements

Specialized Experience:

GS-7 applicants must have one (1) year of graduate-level education or superior academic achievement or one (1) year of specialized experience equivalent to at least the GS-5 level.

- Verification of reports against source accounts,



Annually verified over 500 source reports and identified weak internal controls and accounting procedures.
Created a new standard operating procedure which resulted in a 10% decrease in errors and \$52,000 in labor savings.

- Performing routine technical accounting assignments;
- Reconciling bank and other accounts;
- Verifying cash receipts and disbursement vouchers;
- Verifying the accuracy of computations;
- Preparation of basic audit work papers.

All successful applicants for this position will possess the following competencies:

Ability to:

- Basic knowledge of accounting principles and auditing standards;
- Apply audit techniques in collecting and analyzing data;
- Communicate effectively, both orally and in writing;
- Conduct multiple segments of complex audits.



Repeat for each requirement

Specialized Experience:

GS-7 applicants must have one (1) year of graduate-level education or superior academic achievement or one (1) year of specialized experience equivalent to at least the GS-5 level.

- Verification of reports against source accounts,
Experience and accomplishment (Two part answer)
- Performing routine technical accounting assignments;
Experience and accomplishment (Two part answer)
- Reconciling bank and other accounts;
Experience and accomplishment (Two part answer)
- Verifying cash receipts and disbursement vouchers;
Experience and accomplishment (Two part answer)
- Verifying the accuracy of computations;
Experience and accomplishment (Two part answer)
- Preparation of basic audit work papers.
Experience and accomplishment (Two part answer)

Create answers for all of the bullets

All successful applicants for this position will possess the following competencies:

Ability to:

- Basic knowledge of accounting principles and auditing standards;
Experience and accomplishment (Two part answer)
- Apply audit techniques in collecting and analyzing data;
Experience and accomplishment (Two part answer)
- Communicate effectively, both orally and in writing;
Experience and accomplishment (Two part answer)
- Conduct multiple segments of complex audits.
Experience and accomplishment (Two part answer)



Résumé Summary

- Optional
- Highlight your knowledge, skills, and abilities as they relate to the job
 - Keep it brief
 - Paint a picture
 - Include your security clearance, if applicable
 - Complete only after you have listed all of your experience and accomplishments



Cover Letter

- Optional
- Don't use just to reiterate items on your résumé
- Highlight particular experience you want to place in the spotlight
- Use compelling language
- Draw attention, e.g., if you want to be considered for a special hiring authority



Special Considerations - Veterans

- Avoid jargon
- Compare your military skill sets with comparable civilian position duties
- Request consideration for special hiring authorities for veterans
 - Veterans Recruitment Appointment (VRA)
 - Veterans 30% or more disabled
 - Veterans Employment Opportunity Act (VEOA)
 - Disabled veterans who completed U.S. Department of Veterans Affairs training



Special Hiring Authorities

- Request to be considered for any special hiring authorities for which you are eligible
 - Schedule A for certain individuals with disabilities
 - Military Spouse
 - Certain former overseas employees
 - National Service
 - AmeriCorps VISTA
 - Peace Corps
- Review USAJOBS Hiring Paths for details



USAJOBS Account – Résumé Builder

USAJOBS

Adrian

Help

Home Profile Documents Preferences

Documents

Resumes (4/5)

Other (3/10)

View	View	View	View
201280822 Built 08/16/18	August2018 Built 08/22/18	HR Management Built 02/13/15	TodaY Built 07/30/18
Edit	Edit	Edit	Edit
Duplicate	Duplicate	Duplicate	Duplicate
Delete	Delete	Delete	Delete
<input type="checkbox"/> Searchable	<input type="checkbox"/> Searchable	<input checked="" type="checkbox"/> Searchable until 10/23/19	<input type="checkbox"/> Searchable

Upload or build resume

Uploaded documents must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, TXT, PDF or Word (DOC or DOCX).

You can make at least one résumé “searchable” to allow agencies to find your résumé and notify you about application opportunities in the future.

Do not include in resume

- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age, gender, religious affiliation, etc.
- Encrypted and digitally signed documents

Additional Help

[What should I include in my resume?](#)




USAJOBS Account – Résumé Builder

Home Profile Documents Preferences


Documents

Resumes (4/5) Other (3/10)

Add New Resume




[Build resume](#)



[Upload resume](#)

View	View	View	View
<p>201280822 Built 08/16/18</p> <p>Edit</p> <p>Duplicate</p> <p>Delete</p> <p><input type="checkbox"/> Searchable</p>	<p>August2018 Built 08/22/18</p> <p>Edit</p> <p>Duplicate</p> <p>Delete</p> <p><input type="checkbox"/> Searchable</p>	<p>HR Management Built 02/13/15</p> <p>Edit</p> <p>Duplicate</p> <p>Delete</p> <p><input checked="" type="checkbox"/> Searchable until 10/23/19</p>	<p>TodaY Built 07/30/18</p> <p>Edit</p> <p>Duplicate</p> <p>Delete</p> <p><input type="checkbox"/> Searchable</p>



Upload or build resume

Do not include in resume

- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age, gender, religious affiliation, etc.
- Encrypted and digitally signed documents

Additional Help

[What should I include in my resume?](#)

Uploaded documents must be less



USAJOBS Account – Résumé Builder

Other (3/10) ✕

Resume Builder

Resume Name Required

JA-2018-17-RG Edit

Click on Add Work Experience to enter information related to your jobs.

Add Work Experience

I do not wish to provide work experience

Next

Do not include in resume

- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age, gender, religious affiliation, etc.
- Encrypted and digitally signed documents

Additional Help

[What should I include in my resume?](#)

st be less
e following
60-1750



Experience

Resume Builder

Work Experience All fields are required unless otherwise noted

Employer Name Formal Job Title

Employer Address 1 Start Date Start Year

Employer Address 2 Optional End Date End Year

Country Salary Optional Currency Salary Rate

Postal Code Average Hours per week

City/Town May we contact your supervisor?
 Yes No Contact me first

State/Territory/Province Is this a Federal Civilian position? Yes No

Duties, Accomplishments, and Related Skills (5000 characters remaining)

Problems with formatting when pasting from Microsoft Word?





Education

Resume Builder

Education ⓘ *All fields are required unless otherwise noted*

School or Program Name Major *Optional*

Country Minor *Optional*

Postal Code GPA *Optional* of GPA Max. *Optional*

City/Town Total Credits Earned *Optional*

State/Territory/Province System for Awarded Credits *Optional*

Semester Hours Quarter Hours Continuing Education Units

Degree/Level Attained Honors *Optional*

Completion date *Optional*

Relevant Coursework, Licensures, and Certifications *Optional*
(2000 characters remaining)

Problems with formatting when pasting from Microsoft Word?



All fields are required unless otherwise noted



References

Resume Builder

References *All fields are required unless otherwise noted*

Name	Phone
<input type="text"/>	<input type="text"/>
Employer <i>Optional</i>	Email
<input type="text"/>	<input type="text"/>
Title <i>Optional</i>	Reference Type
<input type="text"/>	<input checked="" type="radio"/> Professional <input type="radio"/> Personal



Other Qualifications

Resume Builder

Resume Name *Required*

JA-2019-17-RG

Edit

Job Related Training

Add Job Related Training

Language Skills

Add Language

Organizations/Affiliations

Add Affiliation

Professional Publications

Add Publication

Additional Information

Add Information

Previous

Finish



Questions

Email: Outreach@opm.gov