

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), competencies, or job elements outlined in the vacancy announcement. In addition, your resume is used to support your responses to the vacancy specific questions **and** examples of specialized experience as defined in the vacancy announcement.

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/YY to MM/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; **and**
- ***For current and prior status candidates*** - provide your current or former OPM job title, series, and grade for each period of service **and** *If applicable*, identify each PROMOTION **or** TEMPORARY PROMOTION (increase in pay & grade) **or** DETAIL (no increase in pay or grade).
- 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, competencies, 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. **and**

Other Information to be included:

- Prior firefighter experience – If the position requires 90 days of prior wildland fire experience, it must be documented in the resume with specific dates **and** duties performed 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. This experience must be documented in the online application/resume with specific to AND from dates (MM/YY), description of work performed, AND hours worked per week.
- Supervisor's name and contact information, if applicable. You may be asked to 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.
- Review who the job is open to, and “**Clarification from the agency**” section to be sure you are eligible to apply.
- Preview the assessment questions under the “**How You Will Be Evaluated**” section **before** you apply. *Ex: “To view the assessment questionnaire, click here: <https://apply.usastaffing.gov/ViewQuestionnaire>”*
- Provide a resume relevant to the duties, KSAs, competencies, and/or job elements, highlighting your skills as it **relates to the defined specialized experience** posted in the announcement. *Using one “boiler plate” resume may not be sufficient.*
- Respond to the questionnaire as honestly and accurately as possible. 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 and properly addresses examples of specialized experience as defined in the vacancy announcement.
- 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.*
 - At the time of application, make sure you read and select the correct eligibility status when applying, and provide required documents to validate your eligibility to apply, (i.e., within the “area of consideration”). If not, you will be self-eliminated.
 - Maximum Entry Age (MEA) – If the position is subject to MEA, be sure to include documentation verifying you meet the MEA. *Follow guidance contained in the vacancy announcement. Do not blacken-out your DOB on the SF-50.*
 - **If education is required or used to meet minimum qualifications, transcripts must be legible**, must include hours and grades from an accredited U.S. college/university, and applicant’s full name.
 - **For 401 professional series, if you do not have a related Bachelor’s or higher degree, you will need to provide all transcripts to verify that you have a minimum of 24 semester hours in a related field of study such as biological sciences, natural resources, wildland fire management, forestry, or agriculture, etc.**
 - **If you do not have a 4-year degree in a related discipline, you must have obtained a minimum of 24 semester hours of accredited education equivalent to a professional major field of study. The majority of these courses must be upper division.**
 - **Courses of a technical nature are not qualifying.**
 - **In addition, you must show that you have experience to be combined as an equivalent to a 4-year degree (i.e. 120 semester hours). EX: 24 semester hours (20%) plus 40 months (83.33%) of general experience at the GS-7 or higher grade level = >100%**

Note#1:For GS positions, you must demonstrate in the resume that you meet the knowledge, skills, and abilities, competencies, and 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 below 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. **DO NOT** copy duties verbatim from the position description.

Note #3: DO NOT copy the specialized experience wording identified in the vacancy announcement to substantiate your duties within the resume. Do be clear on what duties you performed, how they were carried out, what were the results of the work, was it regular and recurring, a project, etc. (**How, What, How Often, Results**)

Note #4: For current and prior status candidates - If you occupy or previously have occupied a multi-graded (career-ladder) position, be sure to identify to and from dates for each grade. This is important for HR to assess time-in-grade and specialized experience requirements.

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>