

## INSTRUCTIONS FOR COMPLETING A RESUME

The Federal Government does not require a standard application form for most jobs, but need certain information to evaluate your qualifications. Your application or resume speaks for you. You will lose consideration for a job if your resume or application does not provide ALL the information requested. The following is mandatory information that must be provided in order for agencies to make employment decisions.

A. JOB INFORMATION (Announcement number, title, and grade of the job you are applying for.)

B. Personnel Information

1. Full name, mailing address and home and work telephone numbers (including zip and area code)
2. Social Security Number and birth date.
3. Citizenship (Most Federal jobs require United States citizenship)
4. Veterans preference

A. Education

1. High School - name, city and state (zip code, if known) of school where you earned diploma or GED (give date).
2. College - name, city and state (zip code, if known) majors, type and year of degree, or if no degree show credit hours earned (indicate if semester or quarter hours).

A. WORK EXPERIENCE - Give the following for each paid or non-paid work experience related to the job you are applying for (do not submit job descriptions).

1. Job title, series, and grade if you occupy a Federal job.
2. Duties and accomplishments.
3. Employer's name and address.
4. Supervisor's name and telephone number.
5. Starting and ending dates.
6. Hours worked per week and salary.
7. Indicate if we may contact your current supervisor.

A. OTHER QUALIFICATIONS.

1. Job related skills, for example, computer software/hardware, tools, machinery, other languages, typing speed.
2. Job related licenses (current only).
3. Job related honors, awards and special accomplishments, for example publications, memberships in professional or honorary societies, public speaking, leadership activities, performance awards. (Give dates but do not send copies)
4. Job related training courses (title and date)

- A. CERTIFICATION: Applicants must sign their resume certifying to the accuracy of all information provided. (If you make a false statement in any parts of your application, you may not be hired, or you may be fired after you begin work. Also, you may be fined or incarcerated.)

OTHER INPORTANT EMPLOYMENT INFORMATION

\*\*If you are a male, over age 18 and born after December 31, 1959, you must be registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

\*\*If you are receiving a Federal annuity (military or civilian) your salary or annuity may be reduced if you take a Federal job.

\*\*Also, if you take a Federal job, you must pay delinquent debts, or your agency may garnish your salary.

\*\*Veteran's preference in hiring (This does not apply to the National Guard).