

SAMPLE COMPETITIVE/CIVIL SERVICE RESUME FOR USE IN APPLYING TO FEDERAL JOBS

When applying for *Civil Service* jobs in Federal agencies, it is recommended that you create a resume using the Resume Builder available on USAJobs (or on the agency’s website if provided). Federal employers require far more information and detail than found on a traditional resume/CV so your federal resume may be 3-5 pages long. When using the Builder, follow each step and fill in the boxes wherever you see a **red star**. Our sample shows what a printed version of your final resume might look like, but **do not copy this format without using the Builder** as it will not show any updates to the format. The KSAs in each job block are drawn from a specific vacancy announcement, its accompanying application questionnaire and/or the Federal Position Classifications page on OPM’s website. More info on the Government/Politics/Policy webpage at <http://go.wisc.edu/fl198p>

Fiona Federal
 123 Bucky Badger Dr. Madison, WI 53706 US
 608-262-3921 * Fiona.Federal@wisc.edu

Work Experience:

PROFESSIONAL SUMMARY
123 Bucky Badger Dr.
Madison, WI 53706 United States

NOTE: Here is how you can add a professional summary to the resume builder resume. Use this to highlight your most relevant skills and experiences, especially those that wouldn’t otherwise appear on the first 1-2 pages of your resume. This method was suggested by OPM itself, so feel free to try it! For suggestions on writing it, go to: <http://go.wisc.edu/787ack>

01/20xx - Present
Hours per week: 30

Duties, Accomplishments and Related Skills:

Proficient in managing multiple tasks to meet short- and long-term deadlines. Work experience includes both administrative and supervisory roles within city government agencies including analytical experience. Able to clearly explain and teach complex technical information to colleagues and work with stakeholders within and without the organization.

<p>City of Madison 111 Martin Luther King Jr Blvd Madison, WI 53703 United States</p>	<p>Job Block #1</p> <p>Each experience you enter (paid or not) goes in a different “Job Block.” Use Job Blocks for the experiences most relevant to the position you are applying for.</p>	<p>09/20xx - Present Hours per week: 30 Management Intern</p>
--	---	--

Duties, Accomplishments and Related Skills:

NOTE: Each bullet point will be responding to a specific KSA sought by the agency as if it were a behavioral interview question. Depth is key! <http://go.wisc.edu/4sk307>

Outline format brings even more attention to your relevant skills and experience. Just capitalize the keywords you want to highlight (mirroring the language of the KSA) and follow it with your more detailed description.

GRANT APPLICATION AND MANAGEMENT: Successfully applied for and managed several grants totaling \$20,000 provided by community foundations and private entities to improve the city’s capacity to expand arts and cultural events and build new public facilities. Effectively leveraged \$28,000 in private funds from corporations and individual donors to host community events, build new public structures and expand beneficial opportunities for families with low incomes.

RESEARCH AND ANALYSIS: Accurately researched and presented data on several civic policies and community issues, improving the ability of the governing body and citizenry to make informed decisions.

EVENT PLANNING AND FUNDRAISING: Planned and managed the execution of 3 major community events, effectively promoting and involving civic leaders, community stakeholders and families to increase public information sharing, donor and volunteer opportunities.

STRATEGIC PLANNING: Facilitated management of and provided structure to over 25 child and family organizations to create a 10 year strategic plan to measurably increase grade-level reading.

<p>University of Wisconsin – Madison LaFollette School of Public Affairs Madison, WI 53706 United States</p>	<p>Job Block #2</p> <p>Example of a Major Projects/Supervised Research/Independent Study in a job block</p>	<p>08/20xx - 05/20xx Hours per week: 10 Thesis Researcher</p>
---	--	--

Duties, Accomplishments and Related Skills:

RESEARCH AND ANALYSIS: Planned and designed research study on political messaging and the impact of social and mainstream media on public opinion surrounding the Affordable Care Act (aka Obamacare). Process included budget design and analysis, facilitating data collection and administration of assessments and interpretation of results.

ACCOMPLISHMENT: Analysis was presented at statewide Wisconsin healthcare conference attended by over 300 research professionals in April 20xx using a PowerPoint and supplementary handout materials. Final results to be published in the Journal of Healthcare.

United States Marine Corps

Camp Pendelton

Camp Pendleton, CA 92055 United States

Job Block #3

10/20xx - 12/20xx

Hours per week: 55

Information Technology Operations Mgr

Duties, Accomplishments and Related Skills:

CUSTOMER/CLIENT SUPPORT: Conducted training seminars with communications personnel of subordinate and peer military organizations. Briefed superiors on communications plans prior to training exercises and deployments. Notified superiors of equipment malfunctions in person and explained troubleshooting and repair procedures to non-specialist superiors. Provided initial customer service and equipment troubleshooting via telephone.

STRATEGIC COMMUNICATION: Carried on extensive email correspondence with military communications colleagues and civilian communications contractors regarding network architecture, equipment, and infrastructure problems, and future plans. Develop annotated diagrams and infographics for use in briefing non-specialist superiors regarding finely-detailed technical issues. Developed and circulated simplified operator manuals and supplemental diagrams for communications personnel possessing inadequate training with unfamiliar equipment. Wrote reports reviewing performance of communications personnel, assessing condition and effectiveness of equipment, identifying points of success and failure, and formulating recommendations for modification and improvement of communications network, equipment, and training exercises.

DATA MANAGEMENT AND ANALYSIS: Recovered, sorted, and interpreted data from communications hardware, software, and network architecture. Utilized spreadsheet programs, computer diagramming and vector graphics programs, and other software to compile, manipulate, and interpret data and to produce reports.

TRAINING AND MANAGEMENT: Managed teams of 5-6 information technology specialists on over 20 field and training deployments. Instructed and supervised junior personnel and wrote monthly performance evaluations. Administered numerous periods of technical training for communications personnel and subordinate military organizations to establish universal communications standard operating procedures and assure maintenance of communications throughout all live-fire training evolutions.

ACCOMPLISHMENT: Regularly requested by name to serve as technical liaison, advisor, and subject matter expert to a 4,800 member military organization and as Chief Information Officer to a 3,300 member military organization. Assisted communications supervisor in planning and troubleshooting digital communications network architecture in advance of field exercises. Requested to serve as liaison and evaluator during pre-combat deployment of two 1,200 member military organizations.

NOTE: Adding your achievements, awards, and accomplishments can help to demonstrate that you're a motivated and capable candidate. You can include them within the description or break them out for more emphasis.

Domestic Abuse Intervention Services (DAIS)

2102 Fordnam Ave

Madison, WI 53704 United States

Job Block #4

01/20xx - 05/20xx

Hours per week: 20

Executive Assistant Intern

Duties, Accomplishments and Related Skills:

CUSTOMER/CLIENT SUPPORT: Effectively collaborated with UW fraternities and local non-profits to provide office supplies, hard and soft goods for clients, building materials and volunteers to aid DAIS in its mission.

EVENT PLANNING AND FUNDRAISING: Planned and executed major fundraiser for the DAIS "Walk a Mile in her Shoes" which raised over \$10,000 by helping to write the Wisconsin Capacity Building grant. This grant will measurably expand the ability of DAIS to serve 50% more survivors through the effective use and addition of technology.

ORGANIZATION: Coordinated DAIS' move into a new location including working with the architect and movers and managed all office supply and maintenance needs. Handled basic bookkeeping, filing, data entry and printing orders.

REPORT WRITING AND PRESENTATION: Created regular budgeting and grant funding reports through use of Quickbooks data, and presented these documents at the bi-weekly executive board meeting.

Wisconsin DHS Mendota Juvenile Treatment Center
301 Troy Dr.
Madison, WI 53704 United States

Job Block #5

09/20xx - 05/20xx
Hours per week: 20
Youth Specialist

Duties, Accomplishments and Related Skills:

COUNCILING: Counseled clients aged 11-21 in one-on-one setting, giving them a safe space to discuss their concerns. Acted as a group leader for approximately 15 middle school aged children who met 3 times per week to work on social skills.

PROGRAM COORDINATION: Co-designed youth activity curriculum required to be used by all counselors and youth specialists, measurably expanding outcome based practice within the organization.

ORGANIZATION: Completed significant documentation procedures, making sure all client reports were correct and secured.

Education:

University of Wisconsin - Madison Madison, WI United States

Master's Degree 05/20xx

GPA: 3.85 of a maximum 4.0

Credits Earned: 50 Semester hours

Major: Public Affairs

Relevant Coursework, Licenses and Certifications:

RELEVANT COURSEWORK

Women in Management (3cr) ←

Grants and Grant Writing (4cr)

Law in Action (3cr)

Land Use Policy and Planning (3cr)

Graduate Degree, coursework, and projects

Relevant Coursework – listing options

- 1) You can list course titles alone, or you can include a simple sentence about what you learned that is relevant to the job for which you are applying OR
- 2) If the vacancy announcement asks for specific coursework (e.g. 12 hours in any physical science) list the courses by name and then list the credit hours after them as shown left

MAJOR PROJECTS

Name of Course, Department, Project, UW-Madison, Dates

-Achievement/Accomplishment

-Achievement/Accomplishment

University of Wisconsin - Madison Madison, WI United States

Bachelor's Degree 05/20xx

GPA: 3.25 of a maximum 4.0

Credits Earned: 126 Semester hours

Major: Psychology and Political Science

Relevant Coursework, Licenses and Certifications:

RELEVANT COURSEWORK

Human Trafficking and Involuntary Servitude (3cr) ←

Alcohol and Other Drug Abuse (3cr)

Abnormal Psychology (3cr)

Undergraduate degree, coursework, and projects

Relevant Coursework – listing options

- 1) You can list course titles alone, or you can add a simple sentence about what you learned that is relevant to the job for which you are applying OR
- 2) If the vacancy announcement asks for specific coursework (e.g. 12 hours in any physical science) list the courses by name and then list the credit hours after them as shown left.

MAJOR CLASS PROJECT(S)

Name of Course, Department, Project, UW-Madison, Dates

- Achievement/Accomplishment

- Achievement/Accomplishment

AIFS Intercultural School Program Madrid Spain
Some College Coursework Completed 05/20xx

Undergrad study abroad. If the experience is directly relevant to the job you want, you could **also** keyword achievements from your study abroad and put the experience into a Job Block.

Job Related Training:

Use this optional section to include job-related seminars, training courses, continuing education, and other training that you've taken that relates to your continuing professional development. You may also include certifications.

Language Skills:

Language	Spoken	Written	Read
Spanish	Intermediate	Intermediate	Intermediate
Arabic (Modern Standard)	Novice	Novice	Novice

Affiliations:

Graduate Students in Public and Global Affairs - Member 20xx-20xx, UW Marching Band - Trombone 20xx-20xx, Psychology Club - Member 20xx-20xx, UPTA - Undergraduate Political Theory Association - Member 20xx-20xx

Professional Publications:

Add publications here if you have them in the style common to your profession

References:

Name	Employer	Title	Phone	Email
John Oliver (*)	Last Week Tonight	Host	202-111-9999	cutebritishdude@hbo.com
Angelina Jolie (*)	Jolie Productions	Actress	698-555-6548	jolie@maleficent.com
Angela Merkel (*)	Deutsche Republik	Chancellor	1-65-6589564	Ichbinangela@deutschland.de

(*) Indicates professional reference

Additional Information:

ADDITIONAL EXPERIENCE:

Delivery Person for Green Bay Pizza Company 5/xx-8/xx
 Lifeguard at Joannes Family Aquatic Center Summers 5/xx-8/xx

This is for jobs the show a work history, but are not bullet point "worthy"

COMPUTER SKILLS:

Proficient - Microsoft Excel, Word, PowerPoint, Adobe InDesign, Stata, R, MatLab
 Proficient - Social networking page and content creation (LinkedIn, Facebook and Twitter)

COMMUNITY & CAMPUS INVOLVEMENT:

Badger Volunteers (various local service projects) 20xx-Present
 Run for the Cure participant 20xx,20xx,20xx

This is for clubs/orgs and other volunteer work that are not bullet point "worthy" (e.g. you were a club member but only attended meetings; not a club officer)

CERTIFICATIONS:

CPR/First Aid certified (Red Cross)

DO NOT OVERLOOK THE ADDITIONAL INFORMATION SECTION

The Additional Information box is YOUR SPACE to enter any information that you want to be sure to include that did not have an appropriate place to be entered earlier in the resume.

In this example,

- Fiona has listed additional jobs she held while in school that she did not want to highlight in the Job Blocks, but also did not want to leave off the resume along with some additional volunteer experiences that were neither Job Block "worthy" nor relevant enough to include in the Affiliations section.
- Computer skills are listed here because other than within a bullet point in a job block, this is the ONLY place to list them on this resume format
- Certifications can also be included if you have them and deem them worth including

Please note that campus involvement and volunteer experiences BELONG IN THE JOB BLOCKS if the skills gained are relevant to the position you are applying for and/or your involvement was significant.