

First & Last Name

123 Living Way, City, State, Zip
555-555-5555 | youremail@site.com

Citizenship: United State of America

Availability: e.g. Full-Time

Active Federal Status: e.g. GS11 (Input)

Veterans Preference: e.g. Military Service

Desired

HEADLINE: This should be

e.g. Senior

...for 5 lines. Highlight your
...applying. I recommend using a
...here's an example: "Concept-to-execution
...of Georgia's post-secondary environment leading
...in identifying and cultivating strategic partnerships,
...technical assistance in the areas of Agriculture, Family and Consumer
...successfully secured \$1.4M in external funding, generating \$150K in indirect costs
...just under your headline; align it either left or center (same as headline)

...For Federal Resumes, this area is not required and most resumes will omit this section
...snapshot affect. I recommend no more than 9 skills listed. A Bolded Header for this section

...Management

End-to-End Strategic Planning

International Partnerships

Grantsmanship and Development

Business Development

Training and Technical Assistance

WORK EXPERIENCE

Job Title

Company Name

Company Complete Address

Salary: \$100,000

Summary

...no bullets yet), describe your job
...". You should have 4 - 6 paragraphs
...ALL CAPS function for keywords in their job

...to benefit Georgia's rural communities. Applied and secured competitive
...\$750k grant to develop training curriculum for returning veterans to transition into
...grant to strengthen food and nutrition programming opportunities for secondary students in
...and \$336k to strengthen farming operations for persistent poverty farmers in rural Georgia.

STRATEGY PLANNING AND EXECUTION: Drove University enrollment numbers for the College of Agriculture, successfully
maintaining the university's programs and majors after threats of funding being cut. **LEVERAGED COMMUNITY
PARTNERSHIPS** and land grant status with the Georgia National Fair, securing > 1,000 square feet of space to advertise to
> 500,000 visitors annually. Monitored the increase in student admissions directly following the initiative, resulting in
immediate and improved performance - a 20% increase in enrollment for Fall 2020."

After you've written 4 - 6 mini paragraphs, you can choose to include 2 bullet Accomplishments within each job section)

Accomplishments:

- Secured \$750K in USDA Agricultural Vets competitive grant and an agricultural partnership aiding in Veteran transitions to civilian workforce in September 2020. Initiative secured amidst the Covid-19 pandemic.

Usajobs Resume Guide

joseph mercer



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The Everything Guide To Government Jobs James Mannion, 2007-01-19 There are thousands of government jobs out there Uncle Sam hires an average of 300 000 new employees each year But if you re interested in a government job you ll need more than a resume The Everything Guide to Government Jobs is a comprehensive and unique guidebook to the ins and outs of finding one of hundreds of jobs in areas like The newest government department Homeland Security The U S Postal Service Social work and Family Services The judicial system clerks reporters guards and bailiffs From the application process to applicant testing to special training this invaluable guide will help you navigate the complex world of government employment Complete with overviews of the requirements and application process for each job The Everything Guide to Government Jobs gives you the secrets to tapping into this lucrative job market **U.S. DOL Employment Workshop:**

Transition from Military to Civilian Workforce (Participant Guide) - January 2017 Edition U.S. Department of Labor, 2019-04-02 The principles of getting a job are fairly simple 1 You will need to think like employers and understand the factors that make them and their organizations successful You will practice doing that in this section 2 You will need to identify the skills you can offer that will contribute to the success of both the business you are targeting and the individual hiring decision makers who determine if it makes sense to offer you a job You will have an opportunity to do this in Section 2 of this Guide 3 You will need to discover research and connect with employment opportunities that are a good match for your skills and interests Sections 3 and 4 will help you accomplish these tasks 4 You will need to develop and deliver self marketing messages that enable civilian hiring decision makers to recognize that they and their organizations will be more successful if they hire you You will have opportunities to develop these messages in Sections 5 and 6 Federal Personnel Guide, 2005 Edition Sandra M. Harris, 2005 The FEDERAL PERSONNEL GUIDE is the Oemployee handbookO for the Federal Government For 27 years it has helped civilian Federal and postal employees cope with the maze of regulations that affect their careers and retirement The GUIDE provides plain English explanations and includes directories of agencies and key personnel If you work for Uncle Sam the GUIDE is a career essential **Ten Steps to a Federal Job** Kathryn K. Troutman, 2002 Identify the federal job titles that match your skills **Quick Guide to Federal Jobs** Bianca J. Gordon, 2012-05 This guide is intended to give basic information to potential applicants in order to maneuver through the application process Brief definitions are included to inform the reader of terms required to understand the hiring process yet still keep the guide short enough to keep your attention A sample resume is included to give the reader a basic idea of what a Federal resume should look like in order to be qualified for Federal positions Page 4 of cover *Federal Personnel Guide*, 2008 The Almanac of American Employers: The Only Guide to America's Hottest, Fastest-Growing Major Corporations Jack W. Plunkett, 2008-10 Market research guide to American employers Includes hard to find information such as benefit plans stock plans salaries hiring and recruiting plans training and corporate culture growth plans Several indexes and tables

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