

Federal Resume

A federal resume is used when applying for positions within the federal government. Federal resumes are different from traditional resumes in that they include salary information and require specific details to be included as shown below.

Header

- Name
- Address (Be sure to use your full address for federal resumes)
- City, State, Zip Code
- Phone number (Provide the best number where you can be reached.)
- E-mail address (Make sure that your e-mail address is professional. A variation of your first and last name is preferred.)
- LinkedIn URL

Education

- Institution Name, City, State Expected: Graduation Month and Year
- Full degree name
- (If more than one degree, list the highest degree first)
 - Only include GPA **if you have a 3.5 or above**
 - Include quarters & years on the Dean’s list

Work Experience

- Job Title Company Name
- Date(s) of Employment (Month Year - Month Year) City, State
- Supervisor: First & Last Name (May be contacted) Telephone
- Salary:
- Part-time/Full-time
 - Put jobs in reverse chronological order, most recent first
 - List at least 3 accomplishments or duties that highlight your achievements
 - Use bullet points for organization and visual clarity
 - Begin with an action verb, what you did, how you did it, and the outcome
 - Be consistent in your formatting/style

Volunteer Experience

- Position Title Company Name
- Date(s) (Month Year - Month Year) City, State
- List at least 3 accomplishments or duties that highlight your achievements
- Use bullet points for organization and visual clarity
- Begin with an action verb, what you did, how you did it, and the outcome

Certifications/Achievements

- List scholarships, awards, or anything relevant to the position
- Official Certification/Scholarship/Award Name
- Institution Name, City, State
- Date(s) Received (Month Year)

Skills

- List skills in order of proficiency and/or relevance to your field of study/job
- Choose one - Familiar with, Intermediate or Proficient in Microsoft Word, Excel PowerPoint and Outlook
- Read, write and speak [insert language]

CODY COYOTE

1964 Coyote Avenue Apt. 24 San Bernardino, CA 92407
cody.coyote@coyote.csusb.edu | (909) 537-5250
linkedin.com/in/cody-coyote

EDUCATION

California State University, San Bernardino, San Bernardino, CA

Degree: Bachelor of Science, Biology

GPA: 3.5

Minor: Psychology

June 2017

WORK EXPERIENCE

Cell Physiology Peer Lab Instructor

January 2017 – Present

Supervisor: Caity Coyote (May be contacted)

Salary: \$14.85/hour

Part-time

- Taught undergraduate students challenging concepts in cellular physiology by hosting a lectures two days a week
- Mentored students and taught them efficient study habits, note taking skills, and time management to improve their overall academic experience
- Developed lesson plans using attention to detail to connect cellular physiology concepts with tangible examples, which increased students' understanding

California State University, San Bernardino

San Bernardino, CA

Telephone: (555) 555-5555

Pre-Health Peer Mentor

January 2016 – Present

Supervisor: Victoria Mendoza (May be contacted)

Salary: \$10.00/hour

Part-time

- Constructed a four year academic plan by meeting with students individually
- Presented informational workshops for 20 first year students considering a career in medicine
- Provided private instruction to individual and small groups of students to ensure students' preparation for academic or occupational tests

California State University, San Bernardino

San Bernardino, CA

Telephone: (555) 555-5555

VOLUNTEER EXPERIENCE

Medical & Pre-health Student Society Executive (MAPSS)

May 2015 - Present

- Recruited 5 motivational and informative speakers from the medical community
- Invited deans of health schools to participate in the 'Deans of Admissions' panels
- Created approximately 80 workshops covering information about health careers

California State University, San Bernardino

San Bernardino, CA

CERTIFICATIONS / ACHIEVEMENTS

Certificate in Biotechnology

California State University, San Bernardino-San Bernardino, CA

December 20XX-Present

SKILLS

Proficient in Microsoft Word, Excel, PowerPoint and Outlook

Speak, read and write French