

# FEDERAL POSITIONS RESUME GUIDE



An effective federal resume includes detailed descriptions of your past duties and accomplishments. The agencies use this information as a tool to assess your background and experience. It also requires additional information when compared to a general resume, such as the amount of hours worked per week, the locations of your employment history, as well as start and end dates for those positions. If an employer notes a specific certification or skill set in a job description, make sure it is reflected on your resume.



*Tailor your resume to each specific job posting. Be sure to include information in each bullet that responds to the knowledge, skills, and abilities (KSAs) that are typically included in the job description.*

## FORMATTING & CONTENT CONSIDERATIONS

It is important to remember that each individual's resume will look different based on the types of experiences they have had and the position they are applying for. Below are examples of possible section headers and what information they may include.

### *Summary of Qualifications/ Professional Summary (optional)*

A few short sentences that highlight your top qualifications for the position you're applying to. Focus on what the agency needs and how your top skills match those.

### *Education*

List all degrees received in reverse chronological order (most recent to oldest).

### *Experience*

Focus on the experiences you've had that most relate to the position you're applying to. Include longer, detailed bullet statements (they may even resemble short paragraphs) related to the position's KSAs.

## AC ANGELA CAIN

3700 N. Ashland Ave. Chicago, IL 60613  
(773) 000-0000 | angelacain@gmail.com  
Position Title | GS \_\_\_\_  
Veterans Preference Status: Non applicable  
Citizenship: United States  
Availability: Recent Graduate

### EDUCATION

**Bachelor of Arts in Political Science | DePaul University**

Graduated June 2019

GPA 3.8/4.0 | Dean's List

### EXPERIENCE

**Chicago Commission on Human Relations (CCHR) | Intern**

Jan. 8, 2018 – Jun 15, 2018

740 N. Sedgewick St. # 400, Chicago, IL 60654

Hours worked per week: 25 hours | Salary: Unpaid

Supervisor: Monica Ramirez | Phone: 312-000-1234 [May contact]

- Conducted research and drafted recommendations for proposed legislation pertaining to the importance of Chicago continuing being a Sanctuary City that welcomes immigrants with Temporary Protected Status (TPS), refugees and asylees to be presented to the Mayor and City Council.
- Analyzed population demographics and data to create new community outreach strategies. Developed an outreach plan to inform Chicago residents of the services offered by the Chicago Commission on Human Relations which included designing and creating an online monthly newsletter to inform the community and city departments about current events.
- Worked closely with immigrant communities, community leaders, and religious leaders by assisting in conducting human relations workshops and community interfaith panels that focused on teaching the Chicagoland residents about diversity and the importance of minimizing hate crimes in the city.
- Translated Sexual Harassment Prevention and Cyberbullying Literature into Spanish to educate the Latino community on the resources available through the Chicago Commission on Human Relations.

**Consulate of Ecuador | Intern**

Sept. 5, 2017 – Nov. 30, 2017

3300 W. Lawrence Ave., Chicago, IL 60625

Hours worked per week: 25 hours | Salary: Unpaid

Supervisor: Ian Smith | Phone: 773-809-7937 [May contact]

- Implemented community service and protection strategies in the jurisdiction of the Ecuadorian Consulate in Chicago for the Ecuadorian migrant and Latino communities by promoting and organizing free immigration fairs, legal counseling clinics, labor rights workshops, and health fairs in which 300 hundred immigrants were able to benefit from these services.
- Tracked vulnerability cases and assisted Ecuadorian diplomats in facilitating the documentation necessary to ensure a prompt and safe removal of undocumented Ecuadorian immigrants who had been detained by the Department of Homeland Security.
- Developed a strong rapport with suppliers and community businesses that were committed to serving vulnerable and underrepresented migrant communities in the Illinois 40th District. Implemented Spanish and English public relations campaigns and outreach strategies to promote different events for the community.





### Campus and Community Involvement

If you took an active role, explain your involvement in your bullets. Otherwise, you can simply list the organizations you've involved with.

### Relevant Coursework

Include coursework that is relevant to the position you're applying to.

### Competitive/Civil Service Positions

Use the resume builder on USAJobs or the specific government agency resume builder, if there is one available, when applying to Competitive/Civil Service jobs in federal agencies.

### Student Internships & Excepted Service Positions

When applying for federal internships or excepted service positions, your resume will be anywhere from 2 to 4 pages due to the level of detail and required information that is needed for a federal resume. Read the job announcement for specific instructions regarding what to include on the resume.

### Additional Resources

For more information on how to create a federal resume visit [USAJobs Resume Tips](#) and [Go Government - Writing Your Federal Resume](#).

#### Alderman Deb Mell: 33rd Ward | City Council Intern

May 1, 2017 – Aug. 31, 2017

3001 W. Irving Park Rd., Chicago, IL 60618

Hours worked per week: 30 hours | Salary: Unpaid

Supervisor: Jamal Garrison | Phone: 773-000-1234 [May contact]

- Conducted research on how other states have implemented policies and legislation on social issues similar to landlord rights, zoning, and tax increment funding. Relevant information was utilized and included in proposed resolutions presented by the Alderwoman to the Mayor and City Council.
- Attended City Council Committee meetings, briefings, and workshops at City Hall to provide better services to local constituents.
- Spearheaded and coordinated community outreach projects and events including the annual Back-to-School Fair in which over 500 children received free medical and dental exams, backpacks, and school supplies.

#### COMMUNITY INVOLVEMENT

May 28, 2019 – Present

##### Chicago Immigrant Transit Assistance (CITA) | Volunteer

228 S. Wabash, Chicago, IL 60604

Hours worked per week: 5 hours | Salary: Unpaid

Supervisor: Leslie Obers | Phone: 312-000-1234 [May contact]

- Work closely with asylum-seeking immigrants with credible cases of persecution that have been released from the Department of Homeland Security to await the outcome of their asylum application. Provide humanitarian support, basic resources and translating services to ensure that the asylum seekers understand the steps to follow in their immigration process.
- Spearheaded an ongoing outreach campaign at DePaul University to recruit prospective volunteers including a donations campaign to collect clothing, hygiene kits and non-perishable items.

#### RELEVANT COURSEWORK

##### PSC 244 Latin American & United States Relations | Spring Quarter 2019

DePaul University, Chicago, IL | 4 hours per week

- Received an A in a 4-credit course focused on relations and tensions between the US and Latin American countries

#### ACTIVITIES & INVOLVEMENT

##### Alpha Kappa Sorority | Member

Sept. 2015 - Jun. 2019

DePaul University

- Facilitated and supported fundraising for philanthropic and community service efforts by promoting the causes through emails, flyers, and social media websites

##### DePaul Ambassador Club | Member

Sept. 2015 - Sept. 2017

DePaul University

- Provided tours of campus to prospective students and their families
- Trained six new ambassadors on delivering campus tours and overnight visit protocol

#### LANGUAGE SKILLS

- Fluent in Spanish; Native Speaker

#### CERTIFICATIONS/LICENSES

CPR/First Aid Certified | American Red Cross  
Expires June 2022

#### COMPUTER SKILLS

Proficient in: Windows OS, Microsoft Excel, Word, PowerPoint and Outlook

Basic in: HTML programming

### OTHER SECTIONS MAY INCLUDE:

Study Abroad Experience

Publications

Certifications/Licenses

Presentations

Professional Associations

Training

Honors & Awards