Federal Resumes

- Use reverse chronological order format (traditional resume style).

- Include job-relevant paid/<u>unpaid</u> (volunteer) experience.

- Highlight your knowledge, skills, abilities and experience as it relates to the job.

- Use keywords/phrases or short sentences but be more detailed and specific.

- Include your security clearance, if applicable.

- Show any specialized experience.

- Apply early as some agencies limit the number of applications accepted.

- Pay close attention to the instructions as they can vary from job to job.