



# Creating Your Federal Resume

- My Account
- Profile
- Resumes**
- Saved Searches
- Inbox
- Saved Jobs
- Saved Documents
- Application Status

## Resumes

2 of 5 resumes

USAJOBS allows you to store resumes that can be used to apply online to government agencies. You may wish to update your resume(s) before you submit the resume to a specific job opportunity announcement. **Do not** include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters. **PLEASE NOTE** that including a photograph of yourself may result in your resume/application not being accepted by the hiring agency.

If you make your resume searchable, your profile information and **all** resume information will be visible to recruiters searching our resume bank.

### List Resumes

Resume 1: \_\_\_\_\_ Resume Buidle...  
[View](#) | [Edit](#) | [Duplicate](#) | [Delete](#)

Status: Not Searchable  
[Make Searchable](#)

Format: USAJOBS Resume  
Source: Built with USAJOBS Resume Builder

Resume 2: \_\_\_\_\_ Federal Res...  
[View](#) | [Delete](#)

Status: Not Searchable  
[Make Searchable](#)

Format: pdf file  
Source: Uploaded from my computer

Click here to build a new résumé through USAJOBS.

[Build New Resume](#) [Upload New Resume](#)

Click here to upload a résumé/CV from your computer.

Create Resumes and Store Resumes & CVs

## There is no page limit for a federal résumé!

### Create a Master Resume/CV

- Create ONE master document.
- Include a **summary statement**, not an objective.
- **Experience counts!** Put it all in:
  - Social media expertise
  - PC/MAC platforms
  - Volunteer/service activities
  - Training (outside of the classroom)
  - Memberships/Affiliations
  - Internships/fellowships
  - Awards/honors
  - Foreign language proficiency

# Federal Resume Format: Sample

## Your Name

Street Address • City, State Zip  
(000) 123-4567 • youre-mail@server.com

Use the profile/summary to describe what kind of employee you are

Double click on the header and insert your name and contact information.

### PROFILE

Accomplished and results-driven individual with more than 18 years' experience in management, communication, education, and recruitment and outreach, with an emphasis in workforce development, human capital management, diversity and inclusion strategy development and implementation, and outreach to minority-serving schools and communities. Expert knowledge of federal legislation, initiatives, programs and hiring authorities that govern diversity and the recruitment, hiring and upward mobility of underrepresented groups. Skilled in planning, organizing and directing projects for individuals and teams; accomplished in building coalitions, analyzing the effectiveness of programs and operations and advising senior management of recommended changes. An authority in process improvement and transforming complex language and ideas into a language easily understood by the public. Organized, efficient, dependable and flexible. Able to work well under deadline pressure. Quick learner and self-motivated. Expert knowledge of copyright and trademark laws, *Associated Press*, *Chicago* and HHS style standards, and the processes for producing printed and online materials. Proficient in the use of social media platforms (LinkedIn, Twitter, Facebook, Tumblr, Instagram), all Microsoft programs, the Internet, and Google and Adobe applications. Fluent in Spanish.

Include technological, social media and foreign language expertise.

Education comes next. Bullet point specific courses if your major was broad.

### Education

M.S., October 2015 – Leadership  
Grand Canyon University, Phoenix, AZ

B.A. *Cum Laude*, April 1996 – English, History, Psychology  
Flagler College, St. Augustine, FL

### Experience

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Office of Human Resources, Talent Acquisition Division  
Washington, D.C.

February 2014 - Present  
40+Hrs/Week

**Remember: Put relevant experience first!**  
Use this format for job information.

# Federal Resume Format : Sample (con't)

Your Name

Page 2

Information Technology/Cyber Security, Shared Services, students/recent graduates, and public policy. Monitor Recruiter mailbox and voicemail box and respond to public queries within 24 hours. Develop and disseminate/post ads on national job boards and sites to generate interest in HHS vacancies; disseminate vacancy and other employment-related information to the public or targeted groups via weekly Listserv and other special messaging.

#### Outstanding Accomplishments:

- Received Platinum Hermes Creative Award for the development of HHS-specific recruitment and outreach materials, including brochures covering mission-critical occupations, Pathways and federal benefits, as well as a disability-friendly recruiter contact card.
- Successfully implemented the first-ever Veterans Career Expo, garnering more than 600 participants from various disciplines to fill critical vacancies across the Department.
- Established the HHS Recruiters Community of Practice and developed Department-wide rapport and collaborative relationships with members representing HR, Diversity & Inclusion, EEO and various offices and divisions.
- Established a Recruiter mailbox and dedicated phone line, as well as a master recruitment and outreach calendar to include activities from all StaffDivs/OpDivs, registration and travel costs, and relationship to presidential executive orders governing diversity recruitment and hiring.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
CENTERS FOR DISEASE CONTROL AND PREVENTION/AGENCY FOR TOXIC SUBSTANCES AND DISEASE REGISTRY  
Strategic Programs Office, Human Resources Office  
Office of the Chief Operating Officer  
Atlanta, GA

December 2012 – Present  
40+Hrs/Wk

*Senior Advisor, Strategic Recruiter, and Hispanic Employment Program Manager*

Provide leadership and direction to CDC's Hispanic recruitment and outreach initiatives, to include the utility of Pathways Programs, third-party intern/fellow providers (i.e., HACU, HSHPS, CHCI, etc.), Veterans Hiring Authority, Title 5, Title 42, and Schedule A. Review and evaluate the adequacy and effectiveness of these programs and ensure compliance with federal-, department- and agency-wide regulations and policies. Work collaboratively with HR specialists and the Office of Personnel

Double click on the header and insert your name. Use automated numbering.

Use a combination of narrative and bullets for each entry. Narrative to describe what you did; bullets to highlight outstanding accomplishments.

Remember to include your job title.

# Federal Resume Format : Sample (con't)

Include  
volunteer,  
civic, federal  
and school  
groups.

## Professional Memberships

- Alpha Chi, National College Honor Scholarship Society
- Blacks in Government Agency Forum Planning Committee
- CDC Latino/Hispanic Health Work Group (LHHWG)
- HHS D&I Council's Communications and Outreach Action Team
- HHS Diversity & Inclusion (D&I) Council's Workforce Strategies Action Team
- HHS Hispanic Employee Organization (HEO)
- Hispanic Association of Colleges and Universities (HACU) National Conference Planning Committee
- League of United Latin American Citizens (LULAC) Federal Training Institute (FTI) Working Group
- MAES: Latinos in Science Industry Advisory Council
- National Association of Hispanic Federal Executives
- National Council of Hispanic Employment Program Managers
- OPM Governmentwide Digital Recruitment Working Group
- Sigma Tau Delta, International English Honor Society
- HHS Workforce Survey (PII Survey) Working group

## Professional Development/Training

- 2015 - Using Social Media to Recruit: Effective—and Approved!—Ways to Reach Talent
- 2015 – Raising the Bar: Recruiting for Federal Government
- 2014 – Introduction to Lean Six Sigma
- 2014 – Excellence in Consultative Customer Service
- 2014 – Succession Planning for Management
- 2014 – Persuasion: The Key to Influencing People
- 2014 – Leading with Emotional Intelligence
- 2014 – Leadership 360
- 2013 – Basic Employee Relations
- 2013 – Supervisor Development Challenge
- 2013 – Exceptional Customer Service Made Simple
- 2013 – Doing More with Less: Effective Process Improvement and Change Management
- 2013 – The Face in the Mirror: Self Awareness—A Leadership Imperative
- 2013 – Managing Up
- 2013 – Succession Planning and You
- 2013 – Generational Truths Every Leader Needs to Know
- 2013 – The Introverted Leader
- 2013 – Crisis Emergency Risk Communication: Basic
- 2012 – Safety Survival Skills, Part 1
- 2012 – Introduction to the Senior Executive Service
- 2012 – Diversity & Productivity: The Ideal Partnership
- 2012 – Conflict Resolution
- 2012 – Navigating a Federal Career
- 2011 – Introduction to Salesforce
- 2010 – Privacy Safeguards
- 2009 – Why Diversity Matters
- 2007 – Technical Writing
- 2005 – FOIA Awareness
- 2005 – Clear Writing Through Critical Thinking
- 2004 – Effective Communication
- 2004 – New Supervisors Training
- 2000 – Project Management
- 1997 – Command Financial Specialist

If including  
training, just the  
year and course  
title are needed.

Contact  
Us!



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ADMINISTRATION

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make a difference.

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wants to  
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