Recruiting Bright Minds to Solve Difficult Problems

TIPS FOR BUILDING AN EFFECTIVE RESUME

It is important to address any specific requirements listed in the job announcement to ensure your resume includes sufficient information to validate that you meet the basic qualifications of the career opportunity for which you are applying. Additionally, an effective resume submitted to the U.S. SEC should include, at minimum, the following information:

General Information
- Job announcement number
- Title, series, and grade level/s of the position for which you are applying
- Location for which you are applying (if applicable)

Personal Information
- Full legal name
- Complete contact information (phone number/s, mailing address, email address, etc.)
- Indicate veterans' preference category, if applicable
- Indicate federal civilian status, if applicable
- Indicate if you are a US citizen (required by most Federal agencies)

Professional Experience (paid and/or unpaid)
- Position Title (also include pay plan, series, grade (if Federal, non-military position), etc.)
- Employer's name
- Starting and ending dates
- Date of last promotion (if Federal, non-military position)
- Responsibilities and accomplishments (mere descriptions are NOT recommended)

Education
- Name and location of each school, college, or university attended
- Degree or certificate awarded
- Date your degree was received or when it is expected
- Grade point average and scale

Other Qualifications
- Skills (e.g. other languages, computer software/programs, specialized industry skills, etc.)
- Certificates and licenses (current only)
- Honors, awards, and special accomplishments (e.g. publications, memberships in professional or honor societies, leadership activities, etc.)
- Training courses (title and year)