

USDA FSIS Resume Writing and USAJOBS Workshop Support Materials

USDA FSIS Resume Writing Workshop
5 Steps to a Successful Resume
Workbook 1 of 2



resume



United States Department of Agriculture
Food Safety and Inspection Service

Resume Writing & USAJOBS Workshop
FSIS Inspection Program Personnel

FSIS USDA RESUME WRITING WORKSHOP

Workbook 1 of 2

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Introduction

Course Overview

The purpose of the Resume Writing and USAJOBS Workshop is to provide detailed explanations, as well as step-by-step processes, for creating an effective resume. This workshop integrates the use of interactive activities and detailed content to provide you with the opportunity to learn the necessary skills to develop a successful resume.

The workshop includes two (2) sections: the Resume Writing Guide and practical exercises to build a Federal resume, and, the USAJOBS Hands-on in-class training for submitting your resume on USAJOBS.GOV.

The Resume Writing Guide includes the following modules:

- Resume Basics
- 5 Steps to a Successful Resume
- Tailor Your Federal Resume
- Proofread Your Resume
- Action Plan & Next Steps

The USAJOBS Hands-on Training includes the following:

- Create a USAJOBS Account
- Activate an Email Account
- Set up a USAJOBS Account
- Create a Profile
- Build a Resume
- Navigate USAJOBS Homepage
- Discover Search Options
- Explore USAJOBS Help Center

Resume Basics

Module Overview

The goal of this module is to educate you on the basics of Federal resume writing.

It is important to understand the fundamentals of a high-quality, professional resume before you get started on your own.

The following topics covered in this module include:

- What is a Resume?
- Federal vs. Non-Federal Resumes
- Federal Resume Structure

Resume Basics

What is a Resume?

A resume is a document that summarizes your professional background and includes sections related to your work history, experience, and qualifications. Your resume serves as your first impression on a hiring management team. It is important to make sure that your resume effectively represents you and your accomplishments. In some cases, the written resume serves as the basis for hiring consideration (there may not be a full interview to supplement the resume).

Your resume should:

- Describe your education and training
- Show your level and amount of experience
- Highlight your expertise and skills
- State your accomplishments
- Demonstrate that you meet the job requirements



The goal of the Resume Writing Guide is to provide the best strategies and recommendations for you to meet those requirements and develop an effective resume that will help you get rated highly qualified.

Resume Basics

Federal vs. Non-Federal Resumes – What's the Difference?

Resumes are used to apply to a variety of jobs, including positions in the public (government), non-profit, and for-profit sectors (industry/Department of Defense (DoD)). While most positions in the private and non-profit sectors require a regular/non-Federal resume, when applying for a Federal position, the required resume has a different structure and content. Federal resumes and non-Federal resumes are not the same things.

Federal resumes are much longer than non-Federal resumes. Non-Federal resumes are typically 1 to 2 pages maximum and use bullet-point lists, while Federal resumes are ideally 3 to 5 pages in length and include short topical paragraphs to allow you an opportunity to provide more information, specific examples of what you do, and demonstrate how what you do impacts the organization. As you will see in the Federal resume samples, keywords also play a unique role as headers in paragraphs.

Additionally, Federal resumes require more detailed personal information including, but not limited to, veterans' preference status, country of citizenship, supervisors' names, and past salaries. A non-Federal resume may not typically require such specific information. A non-Federal resume is more concise and used to get your foot-in-the-door for an interview.

Essentially, a Federal resume needs to clearly and explicitly state your relevant qualifications for a position and why you are a top candidate. At the United States Department of Agriculture's (USDA) Food Safety and Inspection Service (FSIS), ***you may be hired based on your Federal resume alone.***

Resume Basics

Federal vs. Non-Federal Resumes – What’s the Difference? (Continued)

The table below highlights some of the similarities and differences between Federal and non-Federal resumes:

FEDERAL RESUME	NON-FEDERAL RESUME
Focus on Agency mission	Focus on the business mission
Unlimited length (ideally 3-5 pages)	1-2 pages (maximum)
Short topical paragraphs	Bullet points
Keywords required	Keywords required
Detailed personal information	Not as much personal information
Traditional format (reverse chronological)	Can be a functional or creative format
More specific and detailed	More concise
Selected by Human Resource personnel	Selected by Applicant Tracking Systems (ATS)

Resume Basics

Federal Resume Structure

A Federal resume includes nine (9) main sections. These sections include:

- **Basic Information:** Legal name, contact information (address, city, state, zip, phone, email), citizenship, veterans' status, Federal status, employment status, and more. Fill in all of the required boxes inside the USAJOBS builder.
- **Work Experience:** Employer, job title, full address, start and end dates (with months and years), average hours per week, salary, duties, accomplishments, related skills, and more as required.
- **Education:** School, location, degree attained, GPA, relevant coursework, etc.
- **References (Professional or Personal):** Reference name(s) and phone number(s).
- **Job-Related Training:** Titles and completion dates of relevant training (different from "Education"). Pull information from AgLearn.
- **Language Skills:** Reading, writing, and speaking proficiency.
- **Organizations/Affiliations:** Organization name, affiliation/role.
- **Professional Publications:** Any relevant professional publications.
- **Additional Information:** Related honors, awards, leadership activities, skills, information requested in the job posting, computer proficiencies, certifications, unique experiences (Marathon runner, mountain climber, soccer coach).

You may not have relevant information to include in all nine of the sections. That is okay. However, you must fill out the sections that are relevant to you as completely as possible.

Review the sample resumes to identify the main sections of a Federal resume. It is important to become familiar with the format and structure of a Federal resume. As you review the sample Federal resume, think of your related experiences that may apply to each section.

Resume Basics

Sample Federal Resume – Food Inspector – Poultry Focused

SUSAN SMITH

1234 N Main Street
Atlanta, GA 30338 USA

Mobile: (770) 555-1234 / susansmith@yahoo.com

Availability: **Job Type:** Permanent, Temporary, Telework
Work Schedule: Full-Time, Part-Time

Work Experience: **FSIS USDA OFO**

9876 Plant Lane (*Use the plant address*)
Atlanta, GA 30338 USA

01/2016– present / Salary: 38,000 USD Per Year / **Hours per week:** 40

FOOD INSPECTOR (GS-1863-07)

Duties, Accomplishments and Related Skills:

FOOD (SLAUGHTER) INSPECTION: Perform ante-mortem and post-mortem inspection of poultry. Perform visual, tactical, and incisor inspections of 35 slaughtered carcasses per minute in a poultry plant processing 72,000 carcasses daily. Determine the presence of sanitary and pathological conditions. Condemn carcasses or parts of carcasses that are unfit for human consumption. Tag and hold unfit products and ensure disposal in accordance with regulations. Make on-the-spot decisions to stop the production line, tag contaminated carcasses, and/or take immediate action to correct problems with line speed.

SANITATION: Maintain sanitation procedures, verify compliance with sanitation regulations, and identify and report inspection violations, in accordance with Hazard Analysis Critical Control Points (HACCP), Good Manufacturing Practices (GMP), Sanitation Standard Operating Procedures (SSOPs), Occupational Safety and Health Administration (OSHA), and other regulations for sanitation in a poultry plant. Observe for the following conditions: diseases, dirty chillers, equipment oil, condensation, broken plumbing, extremely slippery walkways, rodents and insects, employee hygiene, line speed, feathers, cross-contamination, viscera trays not aligned with carcasses, and other conditions that may contaminate or adulterate and prevent poultry from entering production.

COMMUNICATIONS AND REPORTS: Communicate regularly with Supervisory Public Health Veterinarians (SPHV), plant management, peers, Helpers, Consumer Safety Inspectors (CSI), and other plant workers in on-line and off-line operations. Remain calm and resolve conflicts between plant management and inspectors concerning the condition of carcasses identified as condemned or needing trimming, shutting down the line, and or resolving insanitary or dangerous conditions.

SHADOWING: Shadow the Consumer Safety Inspector (CSI) (GS-8). Observe CSI in executing appropriate inspection methods, performing Hazard Analysis Verification (HAV), determining noncompliance with regulatory requirements, documenting noncompliance, and initiating enforcement actions. Shadow CSI reviewing records, observing plant operations and conducting hands-on verification to ensure compliance with regulatory requirements; conducting regulatory oversight activities (e.g., economic adulteration and misbranding); interacting with plant managers, owners, and others to explain legal and regulatory requirements, discuss operation of the plants' SSOP, HACCP plan and other food safety programs; and conducting various samplings,



surveys, and tests to obtain pertinent data on potential problem areas including performing health and safety verification sampling and tests for detection of specific microbes (e.g., salmonella, listeria, etc.), residues, or contaminants, or suspected economic violations involving net weight or labeling.

ACCOMPLISHMENTS

- Observed that chickens entering the plant from the truck were slimy and foamy. Stopped production. Spoke with the truck drivers on the landing to inquire about the condition of the chickens. Learned from the truck drivers that the mister broke on the truck, and they cooled the chickens off at the car wash on the weekend. Informed plant management and SPHV of the situation. The entire truckload of chickens was condemned. Prevented thousands of contaminated chickens from entering production. Wrote a report and provided the report to the team at a brown bag lunch.
- Identified that more than 20 carcasses being presented were in poor health with a high degree of pathology. Called for the Supervisory Public Health Veterinarian (SPHV) to the evisceration line, where numerous carcasses with inflammatory processes had severe airsacculitis. As a result of my notification, the SPHV reduced the speed of the evisceration line by 5%, ensuring adequate inspection of all carcasses. Carcasses with localized or mild disease were appropriately marked for reconditioning, and wholesome carcasses were passed, or trimmed accordingly.
- Observed five carcasses that appeared to be cadavers or mis-bleeds while performing on-line inspections. Immediately instructed the Helper to retain the carcasses; and notified the supervisor. The supervisor verified Good Commercial Practice (GCP) and identified that the kill machine was not properly calibrated. My quick discovery prevented further improper slaughter, saving the plant money and time.
- While shadowing a CSI, observed steam leaking from a pipe in the ceiling, which was dripping water onto and contaminating carcasses on the line. Called the CSI to the location, who shut down the line and called plant management and maintenance to fix the leak. Several carcasses were cleaned; others were trimmed. The line was restarted in 20 minutes.

Supervisor: Alex Johnson (555)-555-5555) / **Okay to Contact this Supervisor:** Yes

FSIS USDA OFO

4739 Plant Lane (*Use the plant address*)
Birmingham, AL 35212 USA

07/2013 – 12/2016 / Salary: 29,000 USD Per Year / **Hours per week:** 30

FOOD INSPECTOR (GS-1863-05)

Duties, Accomplishments and Related Skills:

SLAUGHTER PLANT PROCESSING INSPECTIONS: Gained experience in a slaughter processing plant that processed food for human consumption. Made major observations to identify diseased or contaminated carcasses and brought such to the attention of the Consumer Safety Inspectors (CSIs). Observed carcasses for tumors, airsacculitis, glucoses, cross-contamination, and other conditions that may cause a carcass to be condemned or trimmed. Made decisions to stop the line if carcasses or line speed would deliver adulterated food to the chiller.

SANITATION REGULATIONS: Maintained current knowledge of general sanitation practices, laws, and regulations governing the food and poultry industry; and Federal regulations and laws on the fitness of poultry for human consumption. Used good judgment and interpretation of various requirements to sort acceptable from unacceptable carcasses.

ACCOMPLISHMENTS

- While inspecting 35 carcasses a minute, applied proper inspection techniques by identifying that the line speed was too fast, potentially causing excessive contamination, as the carcasses



could not be properly inspected. Notified plant management to check the line speed; they agreed with my assessment, and the line speed was adjusted.

- Performed quality assurance checks in the chiller. Noted that scores of poultry were contaminated with metal. The employee shoveling ice was using an aluminum shovel that was breaking off aluminum fragments into the carcasses. Notified supervision; and tagged 65 combos (300 chickens per box) that had to be condemned, by separating them into separate trailers for removal. Sent some boxes to another plant for inspection with metal detection equipment. Wrote several reports of the incident, preventing thousands of contaminated poultry from entering commerce, and ensuring safe and wholesome food for the consumers.

- Noticed water droplets over the production line, and called the SPHV to the line, who then stopped it. Plastic was placed to protect the production line, and condensation was mopped. Fans were installed in the area to prevent further condensation. Noncompliance Record AAA12345610 was written as a result of my observations.

- Nominated and elected as Union secretary. Attended quarterly meetings, took minutes and mailed out the newsletter.

Supervisor: Tom Sawyer (555)-555-5555) / **Okay to Contact this Supervisor:** Yes

ChickenAmerica Farms

9573 Plant Lane

Birmingham, AL 35212 USA

04/2009 – 07/2013 / Salary: 42,000 USD Per Year / **Hours per week:** 40

3RD SHIFT QUALITY CONTROL MANAGER

Duties, Accomplishments and Related Skills:

PERSONNEL SUPERVISION: Supervised and coordinated the activities of Quality Inspectors engaged in inspecting incoming materials, in-process products, and finished products to ensure adherence to company quality standards and customer specifications.

FOOD SAFETY: Supported the quality assurance and food safety program. Audited the Quality systems, including Safe Quality Foods (SQF), HACCP, GMP, and Standard Operating Procedures (SOP) for the plant Quality department.

COMMUNICATIONS: Communicated food quality standards to plant personnel through training, corrective actions, quality audits, production, and facility monitoring. Worked with customers, suppliers, corporate personnel, and manufacturing staff.

ACCOMPLISHMENTS

- Discovered that the water in the drinking fountain smelled distasteful. Immediately submitted a water sample to the lab. The lab identified that the water contained bird feathers, blood, and fecal materials. As a result, the plant was shut down for 3 days to resolve a serious plumbing problem that was cross-contaminating the water system. Once resolved, plant employees were no longer subjected to unclean drinking water.

- Conducted pre-op inspection for sanitation. Noted that the electrical box room was flooded. A hole in the back of the room was leaking contaminated water from the plant floor. Called for plant management, who called for maintenance. The hole was patched, the facility was sanitized, and the production equipment was turned on in 30 minutes for on-line plant operations to commence.

Supervisor: Lisa Zones (555)-555-5555) / **Okay to Contact this Supervisor:** Yes

Brighton Hospice

2009 ABC Street

Birmingham, AL 35212 USA



02/2007 – 04/2009 / Salary: 25,000 USD Per Year / **Hours per week:** 40

CERTIFIED NURSING ASSISTANT (CNA)

Duties, Accomplishments and Related Skills:

Served patients' daily needs under the supervision of a Registered Nurse. Assisted patients with patient assessment and care plans, including collecting specimens and recording vitals. Assisted patients with nutrition and mobility needs, including transferring and turning patients as prescribed, and assisted patients with personal hygiene and grooming. Ensured patient safety and environmental cleanliness.

Supervisor: Bob McKay (555)-555-5555 / **Okay to Contact this Supervisor:** Yes

Subway

5632 Pond Lane
Birmingham, AL 35212 USA

02/2005 – 02/2007 / Salary: \$10 per hour / **Hours per week:** 40

MANAGER / SANDWICH ARTIST

Duties, Accomplishments and Related Skills:

MANAGEMENT OPERATIONS: Managed and held accountable for store staff. Held store to corporate standards. Enforced and advised on corporate guidelines and regulations. Counted inventory. Proficient in POS system. Provided excellent customer service. Cleaned food prep and restaurant areas. Followed sanitation regulations. Stocked supplies.

ACCOMPLISHMENTS

- Completed a monthly corporate evaluation. Completed daily and weekly inventory controls.
- Managed all bank deposits and till tender.
- Trained crew on all new promotions and new products.
- Oversaw food preparation of and completed large orders and catering orders.

Education: **USA College** Atlanta, GA USA
Bachelor's Degree 05/2008
GPA: 3.4 of a maximum of 4.00

Relevant Coursework, Licenses, and Certifications:

Completed 18 semester hours of biological and agricultural sciences. Courses included Biology, Feed and Feeding, Genetics, Mathematics, Chemistry, Business Management, and Agri-business

Job Related Training: Food Safety Regulation Essentials, FSIS, 2013
HACCP, FSIS, 2013
Sanitation Standard Operating Procedures (SSOP), FSIS, 2013
Inspection Methods, FSIS, 2013
Food Safety Fundamentals Sanitation Performance Standards (SPS), FSIS, 2013
Certified Nursing Assistant (CNA), 2007
Food Preparation, Hunts Foods (Conagra), 2006

Language Skills:	Language	Spoken	Written	Read
	Spanish	Intermediate	Novice	Novice

Affiliations: International Association for Food Protection (IAFP) – Member, 2015 – present
Local Union – Secretary, 2018 – present

Professional Publications: N/A

References:	Name	Employer	Title	Phone	Email
	John Myers	FSIS	Inspector	(333)333-3333	john@yahoo.com
Additional Information:	<p>COMPUTER SKILLS: Microsoft Office 2013 (Word, PowerPoint and Excel)</p> <p>CERTIFICATIONS: Quality Control, Food Handling, OSHA, First Aid, CPR, Sanitation</p> <p>JOB SKILLS: Meat cutter, Butcher, and Trimmer; Quality Control; Personnel Supervisor; Food Safety; HACCP; SSOPs</p> <p>VOLUNTEER: Volunteer at the local soup kitchen; prepare, cook, and serve bread and soup. Clean the food preparation and service lines, meeting OSHA sanitation standards (2 hours per month, 2015 to present)</p> <p>AWARDS: Letter of Appreciation, First-line Supervisor, 2012 Outstanding performance evaluations, 2018, 2017, 2016 Special Act Award, 2018</p> <p>OTHER: Blogger for the MeatingPlace, 2017 to present</p> <p>EARLIER EMPLOYMENT: FastFood America, 4/2003 – 2/2005. Prepared fast food and ensured restaurant cleanliness. Completed daily sanitation checks.</p>				

Resume Basics

Sample Federal Resume – Consume Safety Inspector – Swine/Beef Focused

JOHN MYERS

1234 S Maple Road

Dodge City, KS USA

Mobile: (555) 555-1234 / johnmyers@gmail.com

Availability: **Job Type:** Permanent, Temporary, Telework

Work Schedule: Full-Time, Part-Time

Work

FSIS USDA OFO

Experience:

9876 Plant Lane (*Use the plant address*)

Dodge City, Kansas USA

01/2018– present / Salary: 45,000 USD Per Year / **Hours per week:** 40

CONSUMER SAFETY INSPECTOR (GS-1862-08)

Duties, Accomplishments and Related Skills:

ANTEMORTEM INSPECTIONS: Observe live animals presented for slaughter for numbers, overall health, and physical abnormalities. Notify the Supervisory Public Health Veterinarian (SPHV) of any suspect animals. Execute appropriate inspection methods, perform Hazard Analysis Verification (HAV), determine noncompliance with regulatory requirements, document noncompliance, and initiate enforcement actions.

PRE-OPERATIONAL INSPECTION: Evaluate plant equipment for cleanliness and sanitation before use. Write Noncompliance Records (NRs) for areas that do not meet written standards according to Hazard Analysis Critical Control Points (HACCP), Good Manufacturing Practices (GMP), Sanitation Standard Operating Procedures (SSOPs), Occupational Safety and Health Administration (OSHA), and other regulations for sanitation in a swine plant.

POST-MORTEM INSPECTION: Observe slaughter operations to include inspecting of carcasses, viscera and slicing, and evaluation of specified lymph nodes for a plant processing 1,500 swine carcasses in a day. Retain any abnormal carcasses for veterinary disposition.

OPERATIONAL SANITATION: Evaluate maintenance of a clean and sanitary environment of the plant during operations. Observe employee hygiene, sanitation of the production environment, and processing of meat products. Write NRs for areas or processes that do not meet written standards.

MONITOR AND OBSERVE THE PLANT'S HACCP PROGRAM: Review the plant's ability to meet the Critical Control points set forth in the HACCP program. This includes ensuring all product is free from adulteration, time and temperature requirements are met, and correct ingredients are added. Observe the packaging, labeling, and storing of products. Observe for the following conditions: diseases/pathology (salmonella), dirty chillers, equipment oil, condensation, broken plumbing, extremely slippery walkways, rodents and insects/pest control, employee hygiene, line speed, cross-contamination, viscera trays not aligned with carcasses, and other conditions that may contaminate or adulterate and prevent swine from entering production. Observe for adequate lighting, ventilation, water usage, sewage removal, and grounds. Prepare Noncompliance Records (NRs) and other reports indicating the number and types of carcasses



passed for food, retained, and disposed of; and the number of inspection hours worked by the establishment.

SAMPLE COLLECTION: Retrieve meat products in an aseptic manner and submit for analysis to FSIS laboratories. Conduct various samplings, surveys and tests to obtain pertinent data on potential problem areas including performing health and safety verification sampling and tests for detection of specific microbes (e.g., salmonella, listeria), residues or contaminants, or suspected economic violations involving net weight or labeling.

COMMUNICATIONS: Conduct periodic meetings with plant management to relay results of testing, and discuss noncompliance records with subsequent corrective actions and operation schedules.

ACCOMPLISHMENTS

- Inspected for and identified diseases/pathologies and contamination, including feces, ingesta, infections, bruising, and more. Inspected the lymph nodes, heart, liver, spleen, and looked for color, size, broken bones, tumors, abscesses, puss, hard masses, and consistency. Held, tagged, and retained all parts of an abnormal carcass, including head and viscera. Used the USDA retain tag's, notified the SPHV for the disposition of the carcass. Ensured only unadulterated products entered production and commerce.
- Identified a swine carcass with fibrous heart and puss. Railed off to the side, held, tagged, and retained the carcass for disposition by SPHV.
- Identified multiple carcasses with feces on the front legs. Stopped the line and walked back on the line to determine the source. Notified the SPHV.
- Observed carcasses with increased contamination on the line. Notified the SPHV and HACCP Coordinator to slow the line. Retrained the employee skinning the carcasses, and added a hand wash area. Raised the work platform to ensure the trimmer had adequate visuals for each carcass. Ensured that proper sanitation was maintained.
- Inspected swine antemortem in the holding pens to ensure human handling. Identified swine with symptoms of foot and mouth disease (swine vesicular disease (SVD), on the nose and feet). Notified the SPHV and plant management. The animals presenting with the vesicular disease were segregated. The Animal and Plant Health Inspection Service (APHIS) was contacted to collect samples.
- Reviewed records, observed plant operations, and conducted hands-on verification to ensure compliance with regulatory requirements. Conducted regulatory oversight activities (e.g., economic adulteration and misbranding).
- Tested animals for antibiotics using the KIS (Kidney Inhibition Swab) test. Retrieved livers, muscles, kidneys, and more to be sent to the USDA lab for testing of suspected antibiotics above the violation level. Identified such things as small abscesses on a shoulder, an indication of antibiotics. Wrote NRs for any positive antibiotics checks.
- Pulled samples when requested by the USDA lab.

FSIS USDA OFO

2030 Plant Lane (*Use the plant address*)
Dodge City, Kansas USA

01/2015 – 12/2017 / Salary: 38,000 USD Per Year / **Hours per week:** 40

Food Inspector (GS-1863-07)

Duties, Accomplishments and Related Skills:

FOOD (SLAUGHTER) INSPECTION / BEEF: Performed ante-mortem and post-mortem inspection of beef. Performed visual, tactical, and incisor inspections of beef in a plant processing 2,000 carcasses a day. Determined the presence of sanitary and pathological conditions. Condemned carcasses or parts of carcasses unfit for human consumption. Tagged and held unfit products and



ensured disposal in accordance with regulations. Made on-the-spot decisions to stop the production line, tag contaminated carcasses, and/or take immediate action to correct problems with line speed. Applied thorough knowledge of animal physiology and pathology to determine if an animal could be slaughtered and if abnormal animal carcasses or parts should be held for veterinary examination. Applied strong knowledge of bacteriology and microbiology of meat products to determine the wholesomeness of products. Observed for the following conditions: diseases, equipment oil, condensation, rodents and insects, line speed, cross-contamination, viscera trays not aligned with carcasses, and other conditions that may have contaminated or adulterated and prevented beef from entering production.

SANITATION: Maintained sanitation procedures, verified compliance with sanitation regulations, and identified and reported inspection violations in accordance with Hazard Analysis Critical Control Points (HACCP), Good Manufacturing Practices (GMP), Sanitation Standard Operating Procedures (SSOPs), Occupational Safety and Health Administration (OSHA), and other regulations for sanitation in a beef plant.

COMMUNICATIONS AND REPORTS: Communicated regularly with Supervisory Public Health Veterinarians (SPHV), plant management, peers, Helpers, Consumer Safety Inspectors (CSI), and other plant workers in on-line operations. Remained calm and resolved conflicts between plant management and inspectors concerning the condition of carcasses identified as condemned or needing trimming, shutting down the line, and/or resolving insanitary or dangerous conditions.

ACCOMPLISHMENTS

- Shadowed a CSI evaluating the health of live animals. Observed antemortem inspection of live animals in the pen for odd eye movements, drooling, staggering, or other symptoms. Noticed a bovine down and not ambulatory. Informed plant management and the SPHV of the downer bovine. Removed the animal to be condemned and euthanized. Sent animal for an autopsy to check for mad cow disease, encephalitis, or other neurological symptoms.
- Shadowed a CSI in managing a recall. A BBQ product at a ready-to-eat plant presented with listeria. The product tested positive for listeria, and the plant unknowingly shipped the product to a distributor. Worked with investigators to recall the lot number distributed into commerce. Assisted in writing an NR that stated the violations and corrective actions required.
- Attended weekly meetings with plant management.

Supervisor: Bob Bergie (555)555-5555) / Okay to Contact this Supervisor: Yes

The Coffee Company

1234 Main Street
Kuna, ID 55555 USA

01/2012 – 01/2015 / Salary: 25,000 USD Per Year / Hours per week: 40

QUALITY ASSURANCE TECHNICIAN

Duties, Accomplishments and Related Skills:

QA MANAGEMENT: Managed Quality Assurance for the Coffee Lab and the Food Lab. Monitored the quality of production operations and performed laboratory services to ensure high product standards. Brewed coffees and teas, and set up tastings with management. Performed sensory evaluation of products (taste, appearance, properties, color) for food and beverages, including gluten-free products. Determined product and ingredient Hold and Release. Assisted in audits and exercises. Completed quality, safety, and GMP walkthroughs.

ACCOMPLISHMENTS

- Conducted environmental testing and swabbed for listeria, salmonella, and *E. coli*.
- Prepared daily biologic charts in Microsoft Excel and sent it to the laboratory for microanalysis.
- Properly documented all tastings, test results, and compliance issues in Excel spreadsheets and proprietary software.



- Performed regular scheduled and unscheduled coffee lab and food lab inspections that ranged from inspecting for air bubbles to physical packaging, labels (dates, weights), grind, and more.
- Verified organic food (coffee beans) from foreign countries and calculated how much was blended into products.
- Initiated 2-week project and renamed and recompiled the Certificate of Authenticity (COA) files (lab report analyses files).

Supervisor: Linda Evans (555)-555-5555) / Okay to Contact this Supervisor: Yes

Specialty Baking Company

1234 Jefferson Ave
Clovis, CA 55555 USA

02/2008 – 01/2012 / Salary: 23,000 USD Per Year / Hours per week: 40

LINE FOREMAN/SUPERVISOR

Duties, Accomplishments and Related Skills:

MANAGEMENT: Managed and implemented all standard operating procedures for all production operations. Monitored lock-out tag-out procedures. Coordinated with Maintenance and the Planner to perform planned maintenance (PM) and equipment repairs. Monitored Quality Control Checks. Forklift trained and certified.

PRODUCTION & OPERATIONS MANAGEMENT: Operated and managed an Autobake production line making desserts (cakes) for major retailers. Oversaw the production of the Pie line and Bagel Line, as requested, managing a mixing team of 3 and a pack team of 10 for each line. Effectively directed and ran each line and adjusted for changeovers from product to product and documented all production operations consistent with paperwork.

SUPERVISION: Documented all employee-related issues and incident reports. Resolved conflicts, responded to EEO complaints, and worked with HR to track employee performance issues. Motivated team members and evaluate employees to encourage high performance. Enforced discipline. Monitored time and attendance.

SANITATION & EQUIPMENT MANAGEMENT: Operated, cleaned, maintained, adjusted, and calibrated equipment and machines such as ovens, mixers, slabbers, folding machines, labelers, metal detectors, air compressor pumps, fryers, proof boxes, coolers, glazers, sorters, depositors, sprayers, heat tunnel, shrink wrap, and more.

ACCOMPLISHMENTS

- Conducted Research & Development. Developed and made special samples, properly documenting ingredients, flavors, and temperatures. Presented samples to management for selection into the product line.
- Managed on-the-spot production requirements/special projects; quickly coordinated with machinery, adjusted production demands, ensured GMP requirements, and led the team to produce more than one product in a shift.
- Developed and tracked improvements in the reduction of downtime. Tracked performance against the schedule to continuously improve revenue per employee hour worked. Drove continuous improvements and implementations of best practices to change management processes.
- Performed traceability exercises and made necessary changes to the recall procedures. Adjusted production and communicated with cleaning, maintenance, QA, production, and packing to produce two products simultaneously, carefully monitoring allergen ingredients and preventing cross-contamination.
- Ensured that QA received retained samples of all products run during every shift.
- Read and adjusted production schedules based on production plan changes.



- Maintained excellent rapport with the maintenance team; clearly communicated which tools were needed for maintenance issues in order to keep production on schedule. Anticipated issues and worked proactively to resolve problems.
- Monitored temperature control equipment and, metal detectors, and ensured scales were accurate.
- Monitored cleaning practices; ensured production line workers cleaned as they went.
- Enforced adherence to allergen program. Ensured adherence to GMP, SOP and SSOP standards. Managed monthly inspection requirements; reported corrective actions taken.
- Performed line inspection and ensured in-process checks were properly conducted by supervisors and PICs.
- Made improvements to the production process to reduce ingredients, packaging, and finished goods waste.

Education: **USA College** Atlanta, GA USA
Bachelor's Degree 06/2015
GPA: 3.6 of a maximum of 4.00
Relevant Coursework, Licenses, and Certifications:
Completed 18 semester hours of biological and agricultural sciences. Courses included Biology, Toxicology, Mathematics, Chemistry, English, Economics, Business Management, and Agri-business

Job-Related Training: Food Safety Regulation Essentials, FSIS, 2015
HACCP, FSIS, 2015
Sanitation Standard Operating Procedures (SSOP), FSIS, 2015
Inspection Methods, FSIS, 2014
Food Safety Fundamentals Sanitation Performance Standards (SPS), FSIS, 2015
OSHA Training, 2013
ServeSafe, sponsored by FastFood America, 2012
Clean Hands Self-Certification, 2010 (online course)
Food Preparation, Hunts Foods (Conagra), 2009

Language Skills:	Language	Spoken	Written	Read
	Spanish	Intermediate	Novice	Novice

Affiliations: Marathon Runners of America – Member, 2010– present

Professional Publications: N/A

References:	Name	Employer	Title	Phone	Email
	James Brydon	FSIS	Inspector	(333)333-3333	j@gmail.com

Additional Information:

COMPUTER SKILLS: Microsoft Office 2013 (Word, PowerPoint and Excel)

CERTIFICATIONS: Forklift, Quality Control, Food Handling, OSHA, First Aid, CPR, Sanitation

JOB SKILLS: Quality Assurance Manager; Baking Production; Butcher; Personnel Supervision; Food Safety; HACCP; SSOPs, Good Manufacturing Practices (GMP), Good Commercial Practices

VOLUNTEER: Volunteer at the local homeless shelter. Serve food, babysit children, and donate clothes. (2 hours a month, 2016 to present)



AWARDS:

Letter of Appreciation, First-line Supervisor, 2018
Outstanding performance evaluations, 2019, 2018, 2016, 2012, 2011
On-the-Spot Award for Perfect Attendance, 2019, 2018, 2017
Special Act Award, 2017

OTHER:

Ran 15 Marathons (including the Boston Marathon)

Resume Basics

Federal Resume Writing Tips

Now that you have seen the structure of a Federal resume, let's review some Federal resume writing tips. Keep these in mind as you begin thinking about what information you will include in your own resume.

List all jobs you've held for the last ten (10) years, including:

- Your supervisors' names and contact information
- The street address of each job location
- The dates you worked (including the month, year, and how many hours you worked per week)
- Your ending salaries
- Detailed duties for each position
- A minimum of 10 accomplishments (2 to 3 accomplishment stories for each position back to 10 years)

If you have jobs that are more than ten (10) years old, only list them if they are relevant, and only include a short sentence description.

- Put your most recent job first and your oldest job last, unless: You are returning to the government. If so, you should list your government experience *before* your other experience regardless of the dates.
- Include military service in your experience (if applicable).
- Volunteer work counts too; if your volunteer and community service activities are relevant, list them.
- If you don't say what you mean, recruiters will not try to read your mind; clearly write down your accomplishments.
- Do not use the same resume for every job application. Customize it to the position for which you are applying.

5 STEPS TO A SUCCESSFUL RESUME

5 Steps to a Successful Resume

Module Overview

Resumes play a dual role. They allow employers to find the best-qualified candidates and allow candidates to showcase their job-related skills and professional experiences. Your resume is your opportunity to tell your story and demonstrate how well it relates to the position for which you are applying.

This module will walk through five (5) steps to creating a successful Federal resume. These steps summarize strategies and recommendations for you to effectively tell your story. You will have an opportunity to practice the skills you need to successfully create a Federal resume.

“Emphasize your strengths on your resume...Convey your passion and link your strengths to measurable results.”¹

~Marcus Buckingham, *New York Times* best-selling author

The following topics covered in this module include:

- Gather Information
- Identify Your Daily Duties
- Write 10 Accomplishment Stories in the SAR Format
- Integrate Action Verbs and Keywords
- Tailor Your Resume

¹ Buckingham, M. (n.d.) *BrainyQuotes.com*. Retrieved from <http://www.brainyquote.com/quotes/quotes/m/marcusbuck526900.html>

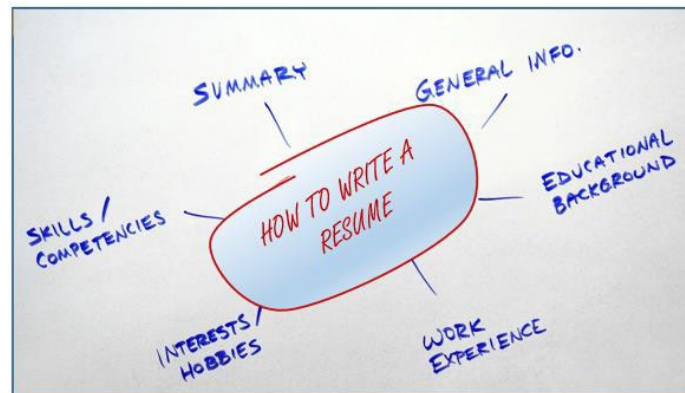
5 Steps to a Successful Resume

Step 1 – Gather Information

Before you write the body of your resume, you need to gather information. Below are some examples:

- Find job postings that interest you.
- Review the relevant Agencies' mission statements and visit their websites.
- Locate your past resumes, performance reviews, and award justifications, if available.
- If applicable, request a copy of your training records through AgLearn+.

These items provide you with valuable information that is helpful throughout the resume writing process. It is a good idea to gather them before you start.



5 Steps to a Successful Resume

Available Resources

The USDA has several resources available that can assist you in gathering information. The table below highlights the resources you can use to access your training records and USDA employment history records. The table also highlights how you can obtain assistance with resume writing, USAJOBS navigation, and general questions about documentation, records, and/or USDA eAuthentication (eAuth).

RESOURCE	CONTACT INFORMATION	TYPE OF ASSISTANCE
AgLearn+	FSISAglearn@fsis.usda.gov	<ul style="list-style-type: none"> • Training records
Electronic Official Personnel Folder(eOPF) (eAuth Level 2 Required)	Inside.fsis.usda.gov EOPF@fsis.usda.gov	<ul style="list-style-type: none"> • Access to your USDA employment history records
Resume Writing and USAJOBS Hotline	1-800-336-3747 CFLHelpDesk@fsis.usda.gov	<ul style="list-style-type: none"> • Assistance with resume writing and USAJOBS navigation • General questions about documentation, records, and eAuth

If you have any questions or need additional support, please call: Resume Writing and USAJOBS Hotline at 1-800-336-3747.

5 Steps to a Successful Resume

Step 2 – Identify Your Daily Duties

The next step in writing your resume is identifying your daily duties. Daily duties are the responsibilities and work activities that you engage in that are related to your position. You will need to identify your daily duties for all of your current and previous jobs.

When you describe your daily duties from your current and previous employment, use action words to start each sentence – words such as “Inspect,” “Ensure,” “Determine,” “Report,” “Detect,” and “Maintain.”

The short duties paragraphs will be topical. This means that as you identify your duties, you should group them by topic rather than stringing multiple duties together in larger paragraphs.

Topics may include:

- **ORAL COMMUNICATION:** Communicate with plant management, veterinarians, trimmers, and _____ for _____.
- **WRITTEN REPORTS / REPORT WRITING / WRITTEN COMMUNICATIONS:** Write sampling reports. Write noncompliance reports (NR), complete tags, and _____.
- **MATHEMATICS:** Weigh _____. Read labels. Calculate _____.
- **ATTENTION TO DETAIL:** Identified diseased / contaminated carcass. Called _____ to _____.
- **DEPENDABILITY:** Received an award for perfect attendance.
- **INSPECTIONS:** Inspect poultry carcasses for disease and contamination.

5 Steps to a Successful Resume

Daily Duties Example of a Food Inspector

Let's look at some examples of the possible duties of a Food Inspector. Notice the action words that begin each statement.

Make on-the-spot decisions to stop the production line, tag contaminated carcasses, and/or take immediate action to correct problems with line speed.

Perform ante-mortem and post-mortem inspection of poultry; perform visual, tactical, and incisor inspections of 35 slaughtered carcasses per minute in a poultry plant processing 72,000 carcasses daily.

Shadow the Consumer Safety Inspector (GS-8) in executing appropriate inspection methods.

5 Steps to a Successful Resume

Step 3 – Write 10 Accomplishments Stories in the SAR Format

After you identify your daily duties, it is time to develop a list of 10 accomplishment stories. Accomplishment stories are more specific than duties and help “paint a picture” of your abilities and experience. You want to clearly spell out your strengths and achievements in your resume. For example, janitors do not simply pick up trash and clean; they significantly contribute to the health and safety of the individuals in their organization.

Likewise, entry-level Food Inspectors provide a very valuable service that goes beyond their daily duties (e.g., observing meat and poultry carcasses) may reveal. Food Inspectors provide the first line of defense against diseased and adulterated meat and poultry. They are responsible for much of the day-to-day in-plant inspection of animals before and after slaughter and serve as safeguards of public health (tie your accomplishment stories to the FSIS mission).

A well-developed accomplishment story effectively shows your expertise in food safety, while highlighting how your actions contributed to the organizational mission (ensuring clean food into commerce).

5 Steps to a Successful Resume

Step 3 – Write 10 Accomplishments Stories in the SAR Format (Continued)

Accomplishments help you show others the value that you bring to an organization, so take the time to think about the great things that you have already achieved.

- Have you identified any disease/condition, contamination, or other issues in the plant that resulted in sample submission or line speed control?
- Have you participated in a recall?
- Have you ever identified issues affecting sanitary dressing conditions to offline inspection personnel that resulted in inline speed reduction and/or product retention/condemnation?
- Have you ever identified, and brought to the attention of the off-line inspection personnel, contamination issues that resulted in regulatory control action and the issuance of non-compliant reports (DNR / similar)?
- Did your manager or team implement your ideas?
- What unhygienic issues have you noted/reported in the workplace?

5 Steps to a Successful Resume

Step 3 – Write 10 Accomplishments Stories in the SAR Format (Continued)

To help you identify your accomplishments, consider what results you have achieved at work.

Ask yourself the following questions. Some of them are specific to your role as a Food Inspector or Consumer Safety Inspector (CSI).

What projects were you involved in?

- Are there times you performed above average? (Check your performance evaluations or award justifications; keep a list of accomplishments in a log.)
- Have you solved any problems at work?
- Have you saved the Agency money or time?
- Can you incorporate numbers to show the results of your work clearly?
- Did you serve on a Safety or Union committee?
- What accomplishments can you develop from previous jobs outside of FSIS? (Perhaps you used Microsoft Word and wrote reports read by executives at a previous administrative job; or communicated with customers at a retail job, which led to an award.)



5 Steps to a Successful Resume

Step 3 – Write 10 Accomplishments Stories in the SAR Format (Continued)

Developing and writing 10 accomplishment stories is an important part of creating a successful resume. To help effectively build and write your accomplishments, use the SAR format. SAR stands for **S**ituation, **A**ctions, and **R**esults.

Let's take a look at an example of this format using a sample daily duty that we discussed earlier.

Example Duty: Make on-the-spot decisions to stop the production line, tag contaminated carcasses, and/or take immediate action to correct problems with line speed.

- **Situation:** While inspecting 35 poultry carcasses a minute, observed that the line presentation was off. The carcasses and viscera were not aligned.
- **Actions:** Decided to stop the line, spoke with the plant management (who called for maintenance), and readjusted line speed.
- **Results:** The carcasses and viscera were then properly aligned for inspection, resolving the problem quickly, preventing further delay in plant operations. Ensured properly inspected carcasses were moved into production.



5 Steps to a Successful Resume

Activity: Accomplishments

Write a list of 10 accomplishments – these accomplishments can be from your current position, previous Federal positions, or industry positions (non-Federal positions).

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____

5 Steps to a Successful Resume

Activity: Develop an Accomplishment Story

Using the Situation, Actions, Results format below, select a favorite accomplishment from the list above and write the story in short sentences:

Situation:

Action:

Result:

5 Steps to a Successful Resume

Step 4 – Integrate Action Verbs and Keywords

Use present tense verbs for your current job and past tense verbs to describe previous employment duties/responsibilities. Identify keywords from the target announcement and highlight the keywords to build the topical paragraphs on the resume. Below are sample action verbs and keywords to integrate into your resume:

A	B	Consolidated	Dispensed	Expressed
Accelerated	Balanced	Constructed	Displayed	Extended
Accomplished	Began	Consulted	Distributed	Extracted
Achieved	Briefed	Contacted	Diverted	F
Acted	Budgeted	Contributed	Documented	Fabricated
Activated	Built	Controlled	Drafted	Facilitated
Adapted	C	Converted	E	Fashioned
Addressed	Calculated	Conveyed	Earned Edited	Finalized
Adjusted	Captured	Convinced	Educated	Fixed
Administered	Cataloged	Coordinated	Effected	Forecasted
Advanced	Centralized	Corresponded	Eliminated	Formed
Advertised	Charted	Counseled	Emphasized	Formulated
Advised	Checked	Critiqued	Employed	Fostered
Advocated	Clarified	Cultivated	Encouraged	Found
Aided	Classified	Customized	Enforced	Fulfilled
Allocated	Coached	D	Engineered	G
Analyzed	Collaborated	Debugged	Enhanced	Gained
Answered	Collected	Decided	Enlarged	Gathered
Applied	Combined	Defined	Enlisted	Generated
Appraised	Communicated	Delegated	Ensured	Governed
Approved	Compared	Delivered	Entertained	Grossed
Arbitrated	Compiled	Demonstrated	Established	Guided
Arranged	Completed	Designated	Estimated	H
Assembled	Composed	Designed	Evaluated	Handled
Assessed	Computed	Detected	Examined	Headed
Assigned	Conceived	Determined	Executed	Heightened
Assisted	Conceptualized	Developed	Expanded	Helped
Attained	Condensed	Devised	Expedited	Hired
Augmented	Conducted	Diagnosed	Experimented	Honed
Authorized	Conferred	Directed	Explained	Hosted
Awarded	Conserved	Discovered	Explored	Hypothesized

5 Steps to a Successful Resume

Step 4 – Integrate Action Verbs and Keywords (Continued)

I	M	Prepared	Reorganized	Strengthened	Verified
Identified	Managed	Prescribed	Repaired	Structured	Vitalized
Illustrated	Manipulated	Presented	Replaced	Studied	Volunteered
Imagined	Marketed	Presided	Reported	Suggested	W
Implemented	Maximized	Prevented	Represented	Summarized	Weighed
Improved	Measured	Printed	Researched	Supervised	Widened
Improvised	Mediated	Prioritized	Reshaped	Supplied	Won
Incorporated	Merged	Processed	Resolved	Supported	Worked
Increased	Mobilized	Produced	Responded	Surpassed	Wrote
Indexed	Modified	Programmed	Restored	Surveyed	
Influenced	Monitored	Projected	Retrieved	Sustained	
Informed	Motivated	Promoted	Reviewed	Synthesized	
Initiated	N	Proofread	Revised	Systematized	
Innovated	Navigated	Proposed	Revitalized	T	
Inspected	Negotiated	Protected	Routed	Targeted	
Inspired	Netted	Proved	S	Taught	
Installed	O	Provided	Saved	Terminated	
Instituted	Observed	Publicized	Scheduled	Tested	
Integrated	Obtained	Purchased	Screened	Tightened	
Interacted	Opened	Q	Searched	Totaled	
Interpreted	Operated	Qualified	Secured	Tracked	
Interviewed	Ordered	Questioned	Selected	Traded	
Introduced	Orchestrated	R	Separated	Trained	
Inventoried	Organized	Raised	Served	Transcribed	
Investigated	Originated	Ran	Shaped	Transformed	
Involved	Outlined	Rated	Shared	Transmitted	
Issued	Overcame	Reached	Simplified	Translated	
J	Overhauled	Realized	Simulated	Traveled	
Joined	Oversaw	Reasoned	Sketched	Tutored	
Judged	P	Received	Sold	U	
K	Participated	Recommended	Solved	Uncovered	
Kept	Performed	Reconciled	Sorted	Undertook	
L	Persuaded	Recorded	Spearheaded	Unified	
Launched	Photographed	Recruited	Specialized	United	
Learned	Pinpointed	Reduced	Specified	Updated	
Lectured	Piloted	Referred	Spoke	Upgraded	
Led	Pioneered	Regulated	Sponsored	Used	
Lifted	Placed	Rehabilitated	Staffed	Utilized	
Listened	Planned	Related	Standardized	V	
Located	Played	Remodeled	Started	Validated	
Logged	Predicted	Rendered	Streamlined	Verbalized	

5 Steps to a Successful Resume

Activity: Identify and Integrate Action Verbs

Directions: These sentences list generic daily duties of a Food Inspector (FI). The beginning of each sentence is intentionally left blank. Pick a keyword from the list to fill in the blank.

Keywords:

- Instruct
- Observe
- Ensure
- Guide
- Train

1. _____ diseased, contaminated, or defective carcasses.
2. _____ Inspection Program Personnel (IPP) on how to maintain good manufacturing practices (GMP).
3. _____ meat and meat products comply with sanitary practices, regulations, and directives defined in the Federal Meat Inspection Act (FMIA).
4. _____ Inspection Program Personnel (IPP) on how to maintain good manufacturing practices (GMP).
5. _____ Inspection Program Personnel (IPP) in food safety guidelines and ensure the facility is kept clean and properly maintained.

5 Steps to a Successful Resume

Step 5 – Tailor Your Resume

The last step to creating a successful resume is to tailor your resume to match the position that you are interested in for each application.

Federal Job Opportunity Announcements (JOAs) list the exact education, experience, knowledge, skills and abilities (KSAs), time-in-grade requirements, minimum qualifications, and other criteria that you will need to do a particular job.

Before you apply for a job, look at the duties and qualifications sections of the JOA to see if you have the required experience.

If you do have the required experience, you will need to tailor your resume to match the position description, making it easy for hiring managers to see that you are a qualified applicant. Use the resume sample format starting on page 7. Write the resume in your own words and use your accomplishments.

The Resume Builder inside of USAJOBS allows you to create and use up to five (5) different resumes, so you can tailor your resume for a variety of positions that interest you.



TAILOR YOUR FEDERAL RESUME

Tailor Your Federal Resume

Module Overview

When applying for Federal job positions, it is essential to tailor your resume to show that you meet the requirements of the specific job. If your resume does not adequately demonstrate that you meet the required qualifications, then you will not be considered. This module will review steps to tailor your resume for a Federal position effectively.

The following topics covered in this module include:

- Parts of the Job Opportunity Announcement
- Identifying Key Terms
- Complete the Assessment Questionnaire

Tailor Your Federal Resume

Parts of the Job Announcement

The term “Job Opportunity Announcement” (JOA) refers to job postings hosted on USAJOBS.gov. JOAs provide information about the nature of the job, including the major assigned duties and level of responsibility, as well as the requirements for evaluating applicants.

There are five (5) main sections of JOAs:

1. Job Overview:

- Includes general information, such as job title, department, Agency, salary range, location(s), who may apply, a summary of the position, travel requirements, whether relocation is authorized, and any other key requirements.

2. Duties:

- Describes the responsibilities and work activities of the position (i.e., position description).

3. Job Requirements:

- Lists all of the required qualifications that you must have in order to be considered for the position, such as specialized work experience or education, and any other requirements (e.g., pre-employment medical examination, security clearance requirements, etc.).

4. Additional Information:

- Lists any employee benefits, such as eligibility to enroll in a Federal Employee Health Benefit (FEHB) health plan.
- Provides additional relevant information such as work schedule, Selective Service requirements, and background investigation requirements.

5. How to Apply & Required Documents:

- Lists required documentation (e.g., college transcripts, Application for Veteran Preference, etc.) and the specific procedures you must follow in order to apply.
- Provides information on how you will be evaluated, the basis of rating, and the online assessment questionnaire.

Tailor Your Federal Resume

Parts of the Job Announcement (Continued)

As previously covered, the duties section of a JOA outlines the description of the particular position. The following discussion will focus on the position descriptions for two specific roles:

- Food inspector
- Consumer Safety Inspector (CSI)

CSIs work in one or more meat, poultry, or egg processing plants and ensure the plants are operating within their written plans for Hazard Analysis and Critical Control Points (HACCP), sanitation, and processing.

If you want to apply for a CSI position, it is important to note that the duties are different than those of a Food Inspector, so you will need to tailor your resume accordingly. For example, the duties of a CSI are more policy-driven than those of a Food Inspector, call for specific knowledge of regulations and types of adulteration, and require greater levels of responsibility. CSIs communicate with people at all levels in a plant, and with FSIS and USDA, they write reports, pull samples, weigh and measure, review labeling, and more. Much of the CSI's role is off-line.

When applying for a CSI position, it is important to highlight your experiences that will most contribute to your success as a CSI. You can do this by incorporating the key terms specified in the CSI position description in your resume, where applicable. Use these keywords to outline the topical paragraphs like you see on the resumes beginning on page 7; this will help you demonstrate that you are a qualified candidate for the CSI position.

Continue to see example position descriptions for these two roles and learn about how you can tailor your resume to each one.

Tailor Your Federal Resume

Example Food Inspector Job Announcement

Review the duties of a Food Inspector in the example position description below:

Duties

Entry-level Food Inspector positions filled through this job announcement generally work in slaughter plants. Our Food Inspectors:

- Examine food animals in privately-owned meat or poultry plants
- Perform their duties before and after slaughter, guaranteeing that the product is not contaminated
- Maintain sanitation procedures
- Are valued members of a dynamic team that ensures the product is fit to eat and compliant with Federal laws

Food Inspectors and Consumer Safety Inspectors (slaughter) are involved in ante-mortem inspection of livestock or poultry and post-mortem inspection of red meat or poultry. This inspection activity is performed in a noisy industrial environment with large moving machinery that cannot be stopped instantly. Workstations and walkways can be extremely narrow and slippery. Excellent stability and balance is required. Frequent physical activities such as walking, climbing, standing, and kneeling are required, including climbing and walking on catwalks. Various environmental conditions, ranging from sub-freezing temperatures to frequent summertime temperatures at 80 to 90 degrees are common, with extreme humidity. Inspection activity requires rapid, constant repetitive motion with both hands and wrists. Red meat viscera inspection requires palpitation of organs and slicing with extremely sharp knives. Accurate color vision is essential to notice subtle shades of product color in the detection of abnormalities that make a product unfit for human consumption. To view examples of the types of work performed, please click on: [Inside Look](#)

For additional information about training please follow this link: [Training Information](#)

Tailor Your Federal Resume

Activity: Identifying Key Terms for FI's

When you see a JOA that appeals to you, it is time to review the position description for key terms. Key terms are words or phrases that refer to significant aspects of the job.

You should customize your resume to include the key terms that you find in the announcement. Use key terms / keywords as headings for your daily duties.

Let's practice identifying key terms.

Directions: Read the example Food Inspector position description excerpt below. Identify and underline the keywords/key terms. Make a list of the keywords that you identify to integrate into your resume.

Food Inspector (Slaughter) Position Description Excerpt:

Performs all inspection processes either on a sequential or rotational basis. Makes visual and tactile and/or incisors inspections of heads, viscera carcasses, and edible offal. Determines whether pathological and/or sanitary conditions make the product unfit for human consumption. Condemns portions that cannot be corrected by trimming. Tags and holds carcasses which cannot be corrected by trimming for final disposition by Veterinary Medical Officer.

For both animals and poultry, the incumbent performs required inspection of inedible tanking areas to ensure that products condemned, inedible offal, and other such products not fit for human consumption are disposed of in accordance with regulations.

Tailor Your Federal Resume

Activity: Identify and Use Key Terms

Some of the key terms in the example position description excerpt from the previous page include:

- Perform slaughter inspection processes
- Visual, tactile, and/or incisor inspections
- Determine pathological/sanitary conditions
- Condemn/Tag and hold
- Ensure products
- Dispose of
- Not fit for human consumption
- Regulations

Directions: Practice incorporating these keywords in your daily duties. You might list similar duties on your resume. Read the paragraph below and fill in the blanks.

FOOD (SLAUGHTER) INSPECTION:

Perform _____, _____, and _____ inspections of slaughtered animal and poultry carcasses. _____ product(s) unfit for _____. Tag and hold unfit products and ensure disposal in accordance with _____.

Tailor Your Federal Resume

CSI Position Description Example

Review the duties of a CSI in the example position description below.

As a CSI, you will ensure that regulated establishments produce a safe product by executing appropriate inspection methods, determining noncompliance with regulatory requirements, documenting noncompliance and initiating enforcement action, where warranted. Here's what you will be assigned to do:

- Verify that meat and poultry slaughter and/or processing establishments' Sanitation Standard Operating Procedures (SSOP) and Hazard Analysis and Critical Control Point (HACCP) Plans meet regulatory requirements and are being executed effectively to prevent unsanitary conditions and adulteration of product.
- GS-8 (SJ-517) may be required to perform Hazard Analysis Verification (HAV) under the oversight of the supervisor. HAV is an analytical review of establishments' production process in order to ensure regulatory obligations to conduct a food safety hazard analysis.
- Review records, observe plant operations, and conduct hands-on verification to ensure compliance with regulatory requirements. You will determine when regulatory control action is necessary. You will assess whether the plant's corrective or preventative actions are acceptable and effective, if there are trends in noncompliance, or if enforcement action is warranted.
- Conduct regulatory oversight activities inside plants in matters relating to other consumer protections (e.g., economic adulteration and misbranding).
- Have contact with plant managers, owners, and others to explain legal and regulatory requirements, discuss operation of the plants' SSOP, HACCP, and other food safety programs. You will communicate on and defend determinations on noncompliance issues, and discuss plans for addressing non-compliance. You will also work with a variety of individuals to resolve problems, clarify differences of interpretation concerning HACCP, and other food safety or consumer protection requirements, and you will advise other Agency inspectors, supervisors, and officers on inspection and enforcement matters for which you are involved. You may conduct various samplings, surveys, and tests to obtain pertinent data on potential problem areas, industry trends, or other issues of current interest to the Agency.
- You may be involved in performing health and safety verification sampling, and tests for detection of specific microbes (e.g., *Salmonella*, *Listeria*, etc.), residues, or contaminants. You may also perform direct, structured sampling involving Protein Fat Free (PFF), undeclared species, undeclared ingredients or suspected economic violations involving net weight or labeling.

Tailor Your Federal Resume

Activity: Identifying Keywords/Requirements for CSI's

Directions: Read the CSI position description below and underline all the key terms you find.

Consumer Safety Inspector (CSI) Position Description Excerpt:

As a CSI, you will ensure that regulated establishments produce safe product by executing appropriate inspection methods, determining noncompliance with regulatory requirements, documenting noncompliance, and initiating enforcement action where warranted. Here is what you will be assigned to do:

- Verify that meat and poultry slaughter and/or processing establishments' Sanitation Standard Operating Procedures (SSOP) and Hazard Analysis and Critical Point (HACCP) Plans meet regulatory requirements and are being executed effectively to prevent unsanitary conditions and adulteration of product.
- May be required to perform Hazard Analysis Verification (HAV) under the oversight of the supervisor. HAV is an analytical review of establishment's product process to ensure that regulatory obligations to conduct a food safety hazard analysis are being met.

Tailor Your Federal Resume

Activity: Using Key Terms and Keywords for Inspection Program Personnel

Some of the key terms in the CSI position description from the previous page include:

- Ensuring safe products
- Executing inspection methods
- Determining/documenting noncompliance
- Initiating enforcement actions
- Verifying SSOP/HACCP
- Regulatory requirements
- Preventing unsanitary conditions/adulteration of product
- Performing Hazard Analysis Verification (HAV)

Directions: You can highlight key terms from a CSI position description in the daily duties of a Food Inspector. For example, discussing experience shadowing a CSI or your knowledge of different types of adulteration. Fill in the blanks for the job excerpt below:

SHADOWING: Shadow the Consumer Safety Inspector (CSI) in _____ appropriate _____ methods. Verify that Sanitation Standard Operating Procedures (_____) and Hazard Analysis and Critical Control Point (HACCP) plans are being executed effectively to prevent _____. Conduct Hazard Analysis Verification (HAV); and determine noncompliance with _____, documenting _____, and initiating enforcement actions.

Tailor Your Federal Resume

Assessment Questionnaire

Part of the application process includes a self-assessment questionnaire. The self-assessment questionnaire is another important part of the Federal job application process. It must be completed for *each* application.

What is the self-assessment questionnaire?

- A set of self-assessment questions that ask about your qualifications and activities (e.g., years of experience, types of experiences, knowledge of policies and procedures).
- Helps hiring officials to identify the most qualified applicants.
- It supplements your resume and addresses the minimum qualifications for the position.

Can I preview the questions?

- Yes, you can often preview the questionnaire on USAJOBS before applying for a position (instructions on the next page).
- It is recommended that you preview the questionnaire before starting the application process and finalizing your resume, because it can help you determine what to include in your resume.

Why is this important?

- Demonstrates and reinforces your qualifications for the position.
- Your answers on the self-assessment questionnaire must be consistent with your resume; do not oversell your qualifications, and always provide evidence and examples of your experience in your resume.

Tailor Your Federal Resume

Previewing the Assessment Questionnaire

You can preview the assessment questionnaire on the JOAs on USAJOBS.gov by following the instructions below.


Locate the section of the JOA entitled “How You Will Be Evaluated” (typically under the “How to Apply” section). Click the link that is directly below “To view the application form, visit:” (It may also say “View Assessment Questionnaire.”)

To view the application form, visit: <https://fsis.usda.ntis.gov/cp/?event=jobs.previewApplication&jobid=CB765F58-B33D-4FD8-8DD9-A9A10113FBEO>

A new page will open that shows the Application Form Preview. Preview the assessment questionnaire under the Assessment Questions tab.

Application Form Preview

Core Eligibility Questions*Minimum Qualification Questions**Assessment Questions*

 **Print Friendly Version**

All Grades

* Denotes a mandatory question

Tailor Your Federal Resume

Complete the Assessment Questionnaire

In addition to tailoring your resume, you will also have to complete the self-assessment questionnaire. Below are example questions and requirements:

Assessment 1

1. Please select the answer that describes your qualifications for this position for the GS 8. Note that your resume and/or supporting documents (if applicable) need to clearly support your answer. Required

- ☐ A. I have completed (or will complete within 30 days of the closing date of this announcement) 1 year of full-time experience working with the Federal Meat, Poultry, and Egg Products Inspection Acts in order to inspect meat, poultry and egg products; working with basic SSOP and HACCP principles and practices in order to verify plant HACCP and SSOP responsibilities; performing basic mathematics and elementary statistical concepts and methods to perform testing and sampling procedures; and experience in reaching and interpreting conclusions.
- ☐ B. I do not meet the above requirement.

Tailor Your Federal Resume

Complete the Assessment Questionnaire (Continued)

I have experience working in:

- ☐ Slaughter plants – poultry
- ☐ Slaughter plants – red meat
- ☐ Processing plants – poultry
- ☐ Processing plants – red meat
- ☐ Processing plants – egg products
- ☐ Processing plants – thermal processing (e.g., scanning)
- ☐ Import stations
- ☐ Other food processing plants
- ☐ I do not have experience working in any of the above environments

I have work experience where my primary responsibility for the position was to inspect a plant's or multiple plants' operations and verify the execution of the plant's (or plants') food safety program. My years of experience where this was my primary duty was:

- ☐ More than 5
- ☐ 4-5
- ☐ 1-2
- ☐ Less than one
- ☐ No work experience where this was my primary responsibility

Tailor Your Federal Resume

Complete the Assessment Questionnaire (Continued)

Verify corrective actions and preventative measures, in response to noncompliance, were implemented and documented.

- ☐ I have not had education, training or experience in performing this task.
- ☐ I have had education or training in performing this task but have not yet performed it on the job.
- ☐ I have performed this task on the job, with close supervision by a supervisor or senior employee.
- ☐ I have performed this task as a regular part of the job, independently and usually without review by a supervisor, manager or senior employee.
- ☐ This task has been a central or major part of my work. I have performed it myself routinely, and I have trained others in performance of this task, and (or) others have consulted me as an expert for assistance in performing this task.

I have knowledge and/or experience working with the following laws:

- ☐ Federal Meat Inspection Act
- ☐ Poultry Products Inspection Act
- ☐ Egg Products Inspection Act
- ☐ Humane Slaughter Act (9)CFR(313)
- ☐ Rules of Practice (9)CFR(500)
- ☐ None of the above

Tailor Your Federal Resume

Complete the Assessment Questionnaire (Continued)

I have experience verifying the following were implemented:

- ☐ Sampling plans and sampling techniques (e.g., meeting criteria for random sample)
- ☐ *E. coli* monitoring and charting test results
- ☐ HACCP plans
- ☐ SSOPs
- ☐ Good manufacturing practices (GMPs)

PROOFREAD YOUR RESUME

Proofread Your Resume

Module Overview

Your resume is the key for a hiring official to determine whether you are qualified for the job, so it is important to take the time to make sure your resume is free from errors.

To ensure that your resume is high-quality and error-free, you need to proofread. This module covers the basics of proofreading and provides important tips to guide the process.

The following topics covered in this module include:

- Why is Proofreading so Important?
- Edit Your Resume

Proofread Your Resume

Why is Proofreading so Important?

Even if you are highly qualified, spelling and grammar errors can keep your resume from being considered. **Your resume makes the first impression for you – so you want that first impression with hiring managers and Human Resources to be positive.**

Don't let small errors hold you back from your career goals. It is essential to proofread your resume before you submit it.

It is recommended that you draft your resume in a Microsoft Word document and copy and paste the content to the Resume Builder when you are ready to apply. Word and the Resume Builder tool on USAJOBS include a spell check feature. It is recommended that you utilize this tool while writing your resume. However, even if the spell-check tool indicates everything is correct, this does not necessarily mean that all of the word usage and grammar are correct. Remember to manually read through the content several times.

Also, despite anyone's best efforts, small spelling and grammar errors can easily go unnoticed. Therefore, it is always a good idea to have a friend, family member, or colleague also review your resume for errors.



Proofread Your Resume

Edit Your Resume

Remember to proofread throughout all steps of the resume writing process. When you proofread, be sure to check for the following things:

Check Your Resume	
1.	Is everything spelled correctly?
2.	Is the grammar appropriate?
3.	Is the punctuation correct?
4.	Are the right words capitalized/lowercase?
5.	<p>Did you use the right verb tenses and first and third person in describing your work? (Use first person and drop the “I” in resume writing. Do not write resumes in third person).</p> <p><i>Note:</i> Use present tense when writing duties for your current position (i.e., “Inspect”), and use past tense when writing duties for your previous positions (i.e., “Inspected”).</p>
6.	Are your sentences as clear as possible? Sentences should be about 17 to 23 words. Use semicolons to avoid long paragraphs.
7.	<p>Did spellcheck leave you any surprises? For example:</p> <p>Spellcheck will say “Retorted” is spelled correctly, but it doesn’t know that the word you wanted is “Reported.” So make sure you don’t have any typos that change the meaning of your words.</p>

Proofread Your Resume

Writing Tips

The table below illustrates examples of strong resume writing and poor resume writing. Use this sample as a guide to powerful resume writing.

POOR WRITING	STRONG WRITING
<p>The sentence is too VAGUE:</p> <p>“Conduct inspections and perform inspection-related duties.”</p>	<p>Be more SPECIFIC:</p> <p>“Conduct visual and tactile inspections of animal heads, viscera, carcasses, and edible offal. Identify and condemn any portions of the product that cannot be corrected by trimming.”</p>
<p>The sentence is too OVERSTATED:</p> <p>“Inspect and find all major causes of contamination.”</p>	<p>The sentence is WELL-STATED:</p> <p>“Inspect a poultry slaughter facility that processes more than 70,000 birds per day. Detect sanitary hazards in processing and communicate them to establishment personnel, ensuring that the facility and equipment are kept clean and properly maintained.”</p>
<p>The sentence is too UNDERSTATED:</p> <p>“Try to verify good processing.” “Learn about laws like the Federal Meat Inspection Act (FMIA).”</p>	<p>The sentence is ACCURATE:</p> <p>“Work alongside plant personnel to verify that Good Manufacturing Practices (GMPs) are successfully implemented.”</p> <p>“Properly apply provisions of the Federal Meat Inspection Act (FMIA) to prevent adulteration of meat products.”</p>

Proofread Your Resume

Activity: Proofread Sample Resume

Directions: Read through the resume excerpt below. How many errors can you identify? Use the proofreading checklist as your guide and circle any errors that you find.

Work Experience:

Duties, Accomplishments, and Related Skills:

ANTE-MORTEM INSPECTIONS: Inspekted live animals and poultry to determine that they are normal and health condition Rejected poultry showing conditions which would obviously make the carcass unwholesome to protect consumer safety.

EXCEPTION COMMUNCIATION SKILLS: reported major inspection violations to supervisor or higher grade inspector for corrective action. Notifies supervisor of need for major repairs and the replacement of broken and unsanitary equipment, utensils, and other facilities

ACCOMPLISHMENTS

_ Developed dew prroducts that increased speed off inspections by 15% without reducing accuracy.

-Recognized by supervisors for accuracy and proficiency in performing inspections of slaughter facilities.

ACTION PLAN & NEXT STEPS

Action Plan & Next Steps

Module Overview

In this final module of the Resume Writing Guide, the focus is on creating an action plan for applying the concepts you have learned and preparing the first draft of your Federal resume.

The following topics covered in this module include:

- Review 5 Steps to a Successful Resume
- Prepare an Action Plan
- Additional Resources

Action Plan & Next Steps

Review 5 Steps to a Successful Resume

Gather Information	Find job postings, review Agency mission statements, locate past resumes, awards, and performance evaluations; check AgLearn for training, etc.
Identify Your Daily Duties	What jobs do you complete on the job most days? What are your areas of expertise?
Write 10 Accomplishment Stories in the SAR Format	Identify specific achievements, results, and outcomes of your work. Look for achievements/projects and accomplishments on awards and performance evaluations. Keep an accomplishments log.
Integrate Action Verbs & Keywords into the Resume	Create topical short paragraphs using keywords from the announcement, and energize the resume using action verbs.
Tailor Your Resume	Customize your resume to match specific position descriptions. Modify the resume based on the qualifications factors and self-assessment questions for every application.

Action Plan & Next Steps

Activity: Prepare an Action Plan

Now that you have learned about the process of creating a successful and effective Federal resume, it is time to put that knowledge into practice.

Directions: Develop a timeline for completing the first draft of your resume. Here is a list of tasks involved in developing a resume that we have discussed in this guide. Add dates to the task list that will allow you to meet your intended goal.

TASK	DUE DATE	NOTES
Gather Information		
Identify Your Daily Duties		
Write 10 Accomplishment Stories in the SAR Format		
Integrate Action Verbs and Keywords		
Tailor Your Resume		

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What You Need to Apply for a Federal Job

To apply for a Federal job, you will need the following:

- Smartphone to receive texts and/or emails
- An email address (a personal email, not an FSIS email)
- A Computer
- Preferably access to Microsoft Word
- A USB drive to save your career management documents (resume, transcripts, SF-50, DD-214, awards, performance evaluations, reference letters, etc.)

For future reference, keep a record of your login information. You will need to access your USAJOBS account via login.gov:

Email Address: _____

Username: _____

Password: _____

Code: _____

Email Login:

Email Address: _____

Password: _____

USAJOBS.GOV & LOGIN.GOV

How to Apply for a Federal job via USAJOBS.GOV

Instructor-led, in-class workshop: Hands-on submission of a Federal resume via USAJOBS.GOV.

To set up a USAJOBS account, you will need to:

- Activate an Email Account
- Set up a USAJOBS Account
- Create a Profile
- Build a Resume
- Explore USAJOBS Homepage
- Discover Search Options
- Navigate the USAJOBS Help Center

USAJOBS.GOV & LOGIN.GOV

Additional Resources:

When you are applying the concepts you learned today at home; you might find you need some additional support. One of the best resources available in the Resume Writing and USAJOBS Hotline, 1-800-336-3747. Call this number if you need assistance with any part of the resume writing process.

Another resource that is available to you is the USAJOBS Help Center. Access the USAJOBS Help Center at the following URL: <https://www.usajobs.gov/Help/>

