



United States Department of Agriculture



Food Safety and Inspection Service

A Guide for FSIS Job Applicants

Writing Great Resumes



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1. Introduction

A career in the Food Safety and Inspection Service (FSIS) provides you the opportunity to make a significant difference. A great resume can help you find the right job in FSIS. What is the right job for you?

- Food Inspectors provide the first line of defense against adulterated meat and poultry.
- Consumer Safety Inspectors enforce industry HACCP and sanitation plans.
- Veterinarians oversee the effectiveness of farm-to-table food safety systems.
- Scientists conduct analyses of meat, poultry and egg products to protect public health.
- Administrative positions maintain infrastructure to support front-line workers.

An effective resume gives others a clear picture of you. It's worth the time and effort you need to put forth to write a great resume. While there are no guarantees, you are likely to benefit personally and professionally if you build a strong resume. You will clearly highlight your personal and professional strengths, improving your chances of being selected. The bottom line is that when job applicants write great resumes, high caliber candidates are more likely to be selected. Effective resume writing helps the Agency put the right person in the right place at the right time.

2. Resumes for a 21st Century Workforce

The President's Management Agenda (PMA) lays out a long-term vision for modernizing the Federal Government. The PMA goal with the biggest impact on hiring is Cross-Agency Priority (CAP) Goal #3, "Developing a Workforce for the 21st Century." Agencies have been called upon to manage employees more strategically and to simplify the hiring process. It all sounds good, but you may be wondering, "What does all of that mean to me?"

It means the way we fill jobs will keep changing. Vacancies are filled faster, and you don't need to jump through as many hiring hoops. Automated systems are becoming easier to use. For many, it is now easier to apply than ever. However, modernizing the hiring process has not made resumes obsolete. Office of Personnel Management surveys show that resumes are the key factor in the selection process 91% of the time. Your federal resume is as important as ever!

3. Finding Vacancies

To target a resume effectively, you need to first find a vacancy and learn about the job. One great way to find out about FSIS employment and promotional opportunities is the USAJOBS.gov website. The site provides information on current federal government vacancies across the United States. Aside from listing job postings, USAJOBS offers other useful options, especially when searching for employment or promotional opportunities. You can save job postings, and use the search option to look for similar job descriptions. The USAJOBS website changes on a regular basis, so go directly to www.usajobs.gov for the latest guidance.

RESUME TIP #1: Set up your profile in USAJOBS so that an email is sent to you whenever an FSIS vacancy is posted. It allows you to stay current on all FSIS staffing activity. Plus, casting a wider net helps ensure that you don't miss an opportunity!

4. Writing the Resume (Using USAJOBS)

4.1. Getting Started

This entire guide was written to give you the basics on what to put in the resume. This particular part of the guide provides a brief summary on the mechanics of using USAJOBS to write a resume. While we provide an overview, you'll still want to go to OPM's USAJOBS website for more detailed instructions.

First, you need to register. If you have an email account, you are ready to visit www.usajobs.gov and follow OPM's registration instructions. Second, create a resume. You can build a resume from scratch and upload it, but using the "Build Your Resume" portion of USAJOBS helps to ensure that your resume is complete. USAJOBS asks questions regarding employment history, salary, education, skills, and so forth. At every step of the way, you can see a preview of the resume. Remember to complete all the required sections of your resume. If you don't include required information, such as an employer's name, dates of employment (month/year) and work schedule, you may be found ineligible and not be considered for the job.

4.2. FSIS Automated Hiring

When you find an FSIS vacancy in USAJOBS and apply for it, you'll be moved to the FSIS Automated Hiring system, USAStaffing. The transition is essentially seamless, and instructions are provided along the way in the FSIS Automated Hiring system.

4.3. Objective

Keep this short and sweet. While you might get points for honesty if you say your objective is to get a raise, it probably won't impress the selecting official. Focus on professional development and professional goals. Start with a phrase such as "A position in..." or "An opportunity to..."

4.4. Work Experience

This section requires the most thought and preparation. Find a good spot away from others to work on it. Take the time needed to do it right. Consider what is needed to be successful in the job you want to do. Consider key accomplishments you've made over the years.

- What have you done in your job that goes beyond the job description?
- What did you include in past accomplishment reports that could be part of your resume?
- What impact have your contributions had on your organization and your customers?

Keep these things in mind as you complete the work experience section. List specific examples of what you have accomplished. Quantify impact, if possible. Show what you can contribute to FSIS, if selected. In short, demonstrate that you are an excellent candidate for the job!

RESUME TIP #2: Do NOT simply record what is in your job description. Write down, in your own words, what you do and how it shows that you are a top performer. Use clear language. Provide details. Cite specific examples.

4.5. Education and Training

Be sure to include all of your formal education on your resume. Emphasize the coursework or certification that is the most closely related to the vacant position, but all formal education should be listed. Show courses in date order. Start with the most recent education/training and work backward. List course titles, briefly explain what was covered, and show the completion date.

4.6. Supplemental Information

You may want to list awards, certifications, publications, panels, and speaking engagements in this section of the resume. Also, this is a good place to highlight volunteer experience, community involvement or other activities which help show that you have the skills needed to succeed. Activities do not necessarily need to be directly related to the vacant position. If your activities or hobbies have given you skills that will be useful on the job, then briefly showcase them here. Broad competencies, such as communication ability or organizational skills, are often demonstrated by volunteer activities.

4.7. Final Review

Carefully review the resume, make changes, let it sit for a while, and then review it again. Ask someone else to look at it and provide feedback to you. Is it clear? Is it accurate? Does it provide enough detail? Are there any typos? Does it sound professional? While it is good to be concise, don't worry too much about length. FSIS typically does not set page limits on resumes. Federal resumes are typically two to six pages, or even longer. Given the way federal hiring works, you will usually need the extra length to effectively make the case that you are the best person for the job. Still, don't overdo it. Longer is not necessarily better. Finally, when you've followed these steps and you think the resume is good to go, think again. Print it and review it one more time.

RESUME TIP #3: When doing the final review of your resume, take a close look at your email address. First impressions matter, so use a professional sounding email address based on your name. Save your teddybear23@gmail.com account for personal use!

5. Applying for Vacancies

The whole point of writing a resume, of course, is to apply for jobs. Search USAJOBS to find a job that you want, and then carefully follow the instructions in the vacancy announcement on how to apply. Remember that the resume is just one part of an application package. An online questionnaire and supplemental documents are usually required. After you've applied, FSIS will review what you have submitted to see if you are eligible. The most highly qualified candidates will be referred to the hiring manager for further consideration and possibly an interview.

6. List of Action Verbs

RESUME TIP #4: Use action verbs to energize your resume. Some action verbs are listed below to get you started. In general, use present tense verbs (e.g. “adapt”) for your current job; use past tense verbs (e.g. “adapted”) for your previous positions.

Achieved	Decided	Formed	Modernized	Researched
Acquired	Delivered	Formulated	Modified	Resolved
Activated	Demonstrated	Fostered	Monitored	Responded
Adapted	Designed	Fought	Motivated	Revised
Administered	Detailed	Found	Moved	Sampled
Advanced	Determined	Fulfilled	Named	Satisfied
Advised	Developed	Functioned	Negotiated	Saved
Analyzed	Devised	Furthered	Notified	Scheduled
Applied	Diagnosed	Generated	Obtained	Screened
Appointed	Directed	Governed	Offered	Secured
Appraised	Discovered	Granted	Operated	Selected
Approved	Displayed	Guided	Ordered	Settled
Arranged	Documented	Headed	Organized	Simplified
Assembled	Doubled	Hired	Originated	Solved
Assisted	Drafted	Hosted	Paid	Sought
Assumed	Edited	Illustrated	Participated	Specified
Assured	Educated	Implemented	Performed	Started
Audited	Effected	Improved	Persuaded	Stimulated
Awarded	Elevated	Incorporated	Piloted	Strengthened
Balanced	Eliminated	Increased	Pioneered	Structured
Budgeted	Employed	Influenced	Placed	Studied
Catalogued	Enabled	Informed	Planned	Submitted
Caused	Encouraged	Initiated	Prepared	Substituted
Changed	Enforced	Inspired	Presented	Succeeded
Chartered	Engineered	Instructed	Prevented	Suggested
Classified	Enlarged	Integrated	Procured	Summarized
Coded	Enlisted	Intensified	Professed	Supervised
Collaborated	Ensured	Interacted	Programmed	Surveyed
Collected	Equipped	Interpreted	Projected	Synthesized
Combined	Established	Interviewed	Promoted	Tackled
Compared	Estimated	Introduced	Provided	Tapped
Competed	Evaluated	Invented	Published	Targeted
Compiled	Exceeded	Invested	Purchased	Taught
Completed	Excelled	Investigated	Qualified	Tested
Composed	Executed	Issued	Ranked	Traced
Condensed	Expanded	Joined	Received	Trained
Conducted	Expedited	Justified	Recognized	Transformed
Consolidated	Explained	Kept	Recommended	Translated
Constructed	Extended	Keynoted	Reconciled	Traveled
Contracted	Faced	Launched	Recruited	Treated
Controlled	Facilitated	Leaned	Reduced	Updated
Converted	Fashioned	Led	Renegotiated	Upgraded
Convinced	Filled	Maintained	Reorganized	Used
Coordinated	Finished	Managed	Repaired	Validated
Corrected	Focused	Mandated	Replaced	Verified
Created	Forecasted	Maximized	Replied	Volunteered
Curtailed	Forged	Mediated	Reported	Worked
Dealt	Formalized	Minimized	Represented	Wrote

7. Resume Writing Samples

Is your resume fair, good, or excellent? We have included some writing samples to help you strive for excellence! The following pages give examples of the kind of writing found on resumes for various types of positions, although we haven't gone into as much detail as one would on an actual resume. Resume writing is perhaps more of an art than a science, but we have done our best to give some examples of weak writing alongside examples of strong writing.

As you look at these writing samples, first look at the “weak” examples, and think about how you could change them into something you would find in an excellent resume. How could it be reworded to be more specific, or more confident, or more understandable, or more professional? Then look at the “strong” column to see examples of more effective resume writing. We hope you will use these samples as a springboard to write or rewrite your own resume. The editorial process is simply a lot of work. Keep at it. Don't be afraid to seek the help and opinion of others. How can your resume be rewritten to be more specific, more confident, more understandable and more professional? We can't emphasize enough how important it is to spend a lot of time and effort on your resume. Your efforts will show up in the final product. Let's put it this way. If you brag about being a hard worker who pays attention to detail in your resume, but appear to have carelessly thrown it together, your claims simply will not ring true with a selecting official.

RESUME TIP #5: When you review your own resume, pretend you are the selecting official. By changing your frame of mind, you will be more likely to aim a critical eye toward your resume. Sometimes we are much too easy on our own writing.

As a reminder, these are examples, not templates. Don't forget that the USDA is the People's Department, the one founded by the President with the nickname of “Honest Abe.” Honesty truly is the best policy. Not only is copying others' work dishonest, but you will also miss out on a chance to truly show what you can do if you parrot the words of others. More than one applicant has faced disciplinary or legal action because they “borrowed” others' writing or misrepresented themselves on a resume. Yes, show yourself in the best light possible, but be truthful. In other words, be honest, but don't be modest. Tell your story. Make the resume your own!

7.1. Inspection Positions (Resume Writing Samples)

WEAK	STRONG
<p>I conduct regulatory oversight activities inside plants in matters relating to other consumer protections.</p> <p>(LACKS SPECIFICS)</p> <p>(SIMPLY RESTATES POSITION DESCRIPTION)</p>	<p>Serve as lead QC Specialist, assisting with regulatory oversight for a large beef kill operation. Under my leadership, the plant carefully recorded violations, took corrective action and reduced consumer protection violations by more than 50%.</p> <p>(INCLUDES SPECIFIC ACCOMPLISHMENTS)</p>
<p>I have been taught proper usage of USDA retained and condemned tags. I adequately handle tags without too many problems or complaints.</p> <p>(OVERLY HUMBLE)</p>	<p>Place USDA retained and condemned tags properly and accurately. Seen as an expert in this area, providing newer Inspectors with OJT on the proper use and placement of official tags.</p> <p>(HIGHLIGHTS STRENGTHS)</p>
<p>I am the best in the business at identifying life-threatening pathology and adulterations, bringing these nearly impossible-to-detect abnormalities to the attention of officials, saving thousands of lives.</p> <p>(OVER STATED)</p>	<p>Expertly examine carcasses, and regularly bring pathology and adulterations to the attention of appropriate officials. This greatly furthers the agency’s food safety mission, which saves lives. In 2017, I received three cash awards for identifying TB in cattle at Establishment Number 251.</p> <p>(CLEAR AND ACCURATE)</p>
<p>My writing and editing skills are highly coveted by my colleagues. Peers cajole me to straighten out their decidedly crooked prose, and I display literary aplomb by writing a variety of articles for newsletters.</p> <p>(FLOWERY LANGUAGE)</p>	<p>I write and edit a variety of materials. I am often asked by coworkers to review and comment on NRs. I have contributed articles to the local bargaining unit newsletter on a quarterly basis, and I have assisted the editor with final proofreading.</p> <p>(PROFESSIONAL LANGUAGE)</p>

Source: Fictitious examples, for illustration purposes only.

7.1. Inspection Positions (Resume Writing Samples - CONTINUED)

WEAK	STRONG
<p>I inspect the slaughter and processing of food animals in privately owned meat or poultry slaughter and processing plants.</p> <p>(LACKS SPECIFICS)</p> <p>(SIMPLY RESTATES POSITION DESCRIPTION)</p>	<p>As an on-line inspector, while working in the State’s largest poultry facility, I provided instructions to plant personnel regarding the disposition of carcasses. My accurate and clearly communicated decisions, which were recognized by a cash award in 2018, helped the slaughter facility successfully inspect carcasses and helped ensure food safety.</p> <p>(INCLUDES SPECIFIC ACCOMPLISHMENTS)</p>
<p>I perform verification procedures. My supervisor doesn’t complain too much about my work, so I guess I’m doing a pretty good job.</p> <p>(OVERLY HUMBLE)</p>	<p>I perform verification procedures and consistently document supportable NRs. During the first six months in my current assignment, the number of NRs I wrote dropped from five a week to five a month because of my attention to detail.</p> <p>(HIGHLIGHTS STRENGTHS)</p>
<p>Acting without any help from others, I ensure that all meat and poultry is safe, wholesome, & truthfully labeled.</p> <p>(OVER STATED)</p>	<p>Working with the other Inspection Personnel, I help ensure that all meat and poultry produced by my plant is safe, wholesome, and truthfully labeled.</p> <p>(CLEAR AND ACCURATE)</p>
<p>I envision myself as the Sherlock Holmes of FSIS. Using keen deductive reasoning, I look for plant deficiencies and then hand off the culprit (usually not the butler, in my case) to officials.</p> <p>(FLOWERY LANGUAGE)</p>	<p>I monitor plant activities, review records, and verify compliance with regulatory requirements. I write up non-compliance records when I discover deficiencies. I forward matters for enforcement action, when necessary. For example, while performing label verification, I determined my plant had omitted an allergen. I moved ahead with my findings, and 20,000 pounds of meat was recalled.</p> <p>(PROFESSIONAL LANGUAGE)</p>

Source: Fictitious examples, for illustration purposes only.

7.2. Veterinary Medical Officer Positions (Resume Writing Samples)

WEAK	STRONG
<p>Supervised USDA poultry inspectors.</p> <p>(LACKS SPECIFICS)</p> <p>(SIMPLY RESTATES POSITION DESCRIPTION)</p>	<p>Supervised plant inspectors during the transition from carcass by carcass inspection to Products Based Inspection (PBIS) to Hazard Analysis and Critical Control Points (HACCP). Sought out by other SVMOs for guidance on ways to help Inspectors successfully handle procedural changes.</p> <p>(INCLUDES SPECIFIC ACCOMPLISHMENTS)</p>
<p>Watched over inspection operations in a poultry plant. Tried to make sure the plant met HACCP requirements.</p> <p>(OVERLY HUMBLE)</p>	<p>Served as Veterinarian with overall responsibility for ensuring food safety in a federally inspected plant which processed as many as 100,000 chickens each day. Worked extensively with plant to ensure that the HACCP plan met requirements, and provided extra guidance on how to handle complicated export issues.</p> <p>(HIGHLIGHTS STRENGTHS)</p>
<p>Identified a planet-threatening pathology that all others had missed. Took photographs and conducted crucial research against all odds. Brought the emergency to forefront with an award-winning presentation.</p> <p>(OVER STATED)</p>	<p>Identified a recurring pathology. Conducted a detailed study of the pathology, and then used photographs I had taken and research I had completed as part of a presentation given to State Inspectors. My efforts helped reduce pathology 25% over the next year, and I was given a bonus.</p> <p>(CLEAR AND ACCURATE)</p>
<p>Strove to perfect the art of veterinary medicine and surgery. Prepared powerful protocols as part of pioneering pain panaceas for pooches.</p> <p>(FLOWERY LANGUAGE)</p>	<p>Practiced general veterinary medicine and surgery. Responsible for developing and maintaining protocols in pain management that led to improved patient care and increased customer satisfaction.</p> <p>(PROFESSIONAL LANGUAGE)</p>

Source: Fictitious examples, for illustration purposes only.

7.3. Management Positions (Resume Writing Samples)

WEAK	STRONG
<p>Director of operations, overseeing all activity in my unit. Ensured that work was carried out in accordance with policies, procedures and work plans. Managed issues. Handled tasks.</p> <p>(LACKS SPECIFICS)</p>	<p>Director of financial management support office for a mission area of 5,000 employees. Managed receivables and debt management collection, improving overall efficiencies and increasing the percentage of collected debt three years in a row.</p> <p>(INCLUDES SPECIFIC ACCOMPLISHMENTS)</p>
<p>Was assigned to be team leader on a project because individuals with more experience were unavailable. I did my best to complete the assignment, but I was unable to finish it.</p> <p>(OVERLY HUMBLE)</p>	<p>Served as team leader for a critical project during a time when resources were scarce. Established the framework needed to move the project forward, and received a cash award for my strong leadership abilities on this project.</p> <p>(HIGHLIGHTS STRENGTHS)</p>
<p>Supervised 549 employees, personally ensuring that all their needs were met. Took an active interest in all my employees, making sure that I addressed both professional and personal needs.</p> <p>(OVER STATED)</p>	<p>Served as Director, providing leadership to the 549 employees within the organization. Solicited feedback from all employees through the management team and a quarterly climate survey, and addressed general concerns that were raised.</p> <p>(CLEAR AND ACCURATE)</p>
<p>Supervision is a calling, and not for the faint of heart, but for the stout of heart. As a true leader, I know when to lead, when to follow, and when to get out of the way. If you don't get out of the way once in a while, you'll get run over by the freight trains of life.</p> <p>(FLOWERY LANGUAGE)</p>	<p>Supervised a team of five area managers. Gathered input from the management team, and established new performance goals. Met with each manager on a daily basis to gather feedback and provide coaching. Delegated partial budget authority to each manager, and profitability in the unit increased by over 1 million dollars.</p> <p>(PROFESSIONAL LANGUAGE)</p>

Source: Fictitious examples, for illustration purposes only.

7.4. Scientific Positions (Resume Writing Samples)

WEAK	STRONG
<p>Serve as Laboratory Assistant. Assist Adjunct Professor by performing various duties related to teaching the course. Work with students.</p> <p>(LACKS SPECIFICS)</p>	<p>Serve as Laboratory Assistant in introductory college Chemistry classroom. Assist in material preparation and clean up in lab. Answer student questions after class, and lead the bi-weekly tutoring sessions.</p> <p>(INCLUDES SPECIFIC ACCOMPLISHMENTS)</p>
<p>Observed rats to try and figure out how memory works in people.</p> <p>(OVERLY HUMBLE)</p>	<p>Head investigator for pilot study on proline injections into the brain as part of tract tracing studies on memory. Study resulted in new insights that were highlighted in two academic journals. The final results identified some of the key factors that lead to memory preservation and restoration.</p> <p>(HIGHLIGHTS STRENGTHS)</p>
<p>As a world-renowned expert on high blood pressure medicine, trained all of the pharmaceutical manufacturing industry, and used my considerable influence to determine the course of both industry and government.</p> <p>(OVER STATED)</p>	<p>As a consultant, routinely conducted training for members of the pharmaceutical manufacturing industries on the interpretation and implementation of various FDA regulations related to high blood pressure medicine. Advised both industry and government as they determined a course of action.</p> <p>(CLEAR AND ACCURATE)</p>
<p>As a result of my tireless efforts and innate creativity, an innovative new technique for sample preparation sprang to my mind. Many accolades followed my brilliant work.</p> <p>(FLOWERY LANGUAGE)</p>	<p>Developed new techniques for sample preparation, and was formally recognized for my efforts when my techniques were integrated into the standard operating procedures in the laboratory.</p> <p>(PROFESSIONAL LANGUAGE)</p>

Source: Fictitious examples, for illustration purposes only.

7.5. Administrative Positions (Resume Writing Samples)

WEAK	STRONG
<p>I serve as the Secretary for the Director of the Division. I perform secretarial duties assigned to me. I am the central point of contact for all matters related to the successful administration of the division.</p> <p>(LACKS SPECIFICS)</p>	<p>As Secretary to the Director, I oversee efficient administrative and support operations for the entire Division. I sort and distribute mail coming into the front office, and handle incoming calls. I was recognized for my efficiency and accuracy managing phone calls during the last rating cycle.</p> <p>(INCLUDES SPECIFIC ACCOMPLISHMENTS)</p>
<p>Tried my best to carry out work in compliance with applicable regulations. No one complained much. I guess I did okay.</p> <p>(OVERLY HUMBLE)</p>	<p>Awarded certificate of merit for finishing the project ahead of schedule while still maintaining 100% compliance with Title 5 U.S.C. 2301.</p> <p>(HIGHLIGHTS STRENGTHS)</p>
<p>Single-handedly implemented a publicity program for the agency mediation program. My publicity efforts, and only those efforts, resulted in 50% participation increase.</p> <p>(OVER STATED)</p>	<p>Managed publicity for the agency mediation program during a period in which participation increased by nearly 50%. Surveys showed that publicity was a key factor leading to the increase.</p> <p>(CLEAR AND ACCURATE)</p>
<p>Selflessly served as a “single-person word processing department” of sorts, being called on to come to the rescue of those struggling with presentations, spreadsheets, merged mailings and so forth.</p> <p>(FLOWERY LANGUAGE)</p>	<p>As the Division’s only Microsoft Office certified employee, provided expert document management support on PowerPoint presentations, Excel spreadsheets, organizational charts, merged mailings in Word, and a number of special projects.</p> <p>(PROFESSIONAL LANGUAGE)</p>

Source: Fictitious examples, for illustration purposes only.

A summary of resume tips in the format of a resume.

Federal Resume Writing Tips

The Road to Success

Anywhere, USA

beselectedandshout@yahoo.com

OBJECTIVE

- **FIRST SEEK TO UNDERSTAND.** Learn how to build a resume on USAJOBS. Carefully read the announcement so you know whether or not you qualify, and what type of employee the selecting official wants and needs. “What would a successful person in this job bring to the table?”
- **THEN SEEK TO BE UNDERSTOOD.** Tailor the resume to the specific position. Spell it out. What are your strengths that would help you succeed in this job? Why should you be selected?

WORK EXPERIENCE

Your Current Position

- **LIST EXPERIENCE THAT DEMONSTRATES YOUR SKILLS AND ABILITIES.** Start with your current job. Don’t just list things from your job description. In your own words, describe how and what you have done on the job. List specific examples of what you have accomplished, and how it demonstrates that you are a strong candidate for the vacant position. As with accomplishment reports, you need to emphasize situations, actions and results.

Previous Positions

- **FOCUS ON DIRECTLY RELATED POSITIONS.** Share key examples that show you have the experience needed to succeed. More briefly describe experience not related to the target job.

EDUCATION

REMEMBER THAT KNOWLEDGE IS POWER. Be sure to include your formal education on your resume. Emphasize the coursework or certification that is the most closely related to the vacant position, but all formal education should be listed.

JOB-RELATED TRAINING

OUTLINE TRAINING THAT HIGHLIGHTS YOUR ABILITIES. List course titles, briefly explain what was covered, and show the date you completed the training. Start with the most recent job-related training.

AFFILIATIONS

LIST YOUR AFFILIATIONS TO SHOW OTHER CHARACTERISTICS. Include a description of outside activities related to the position, credentials, and so forth to help show that you are a strong candidate.

REFERENCES

BE ACCURATE. Contact information for your references should be accurate and up-to-date. It is usually best to let your references know that you are applying for the job. It is often helpful to have one of your references, or someone else whose judgment you trust, review the draft of your resume.

SUPPLEMENTAL INFORMATION

BE HONEST, BUT DON’T BE MODEST. Be honest, but don’t sell yourself short by skimming on your accomplishments. Take the time to tell your story. Include supplemental information that will highlight your knowledge and skills. With integrity, show yourself in the best possible light.

9. References

There are thousands of websites and books that provide help with resumes. Visit your local library to check out some books and search online. Use caution, however. Remember that not all advice is good advice. One size does not fit all when it comes to resumes! We realize there is so much information out there that it can be overwhelming. So, to get you started on your research, here are some references that others have found helpful.

Federal Resume Guidebook: Strategies for Writing a Winning Federal Resume by Kathryn K. Troutman

Resume Magic: Trade Secrets of a Professional Resume Writer by Susan Britton Whitcomb

The Resume Handbook: How to Write Outstanding Resumes by Arthur D. Rosenberg

www.usajobs.gov

RESUME TIP #6: When researching online or in the library, remember the old adage: “Buyer Beware.” In fact, that may be a good thing to keep in mind when it comes to this resume guide! Rely on your own judgment and common sense when writing your resume.

10. Conclusion

You’ve reached the end of this guide, but hopefully, it’s just the start of your journey to write a better resume. Remember, modernization efforts haven’t made resumes obsolete. A good resume is more important than ever! It gives others a clear picture of you and your strengths.

Be confident as you move forward to apply what you learned here. Do some extra research on your own. Take time to review your accomplishments and credentials. Think about how you can best convey your strengths to others. Don’t just repeat phrases from your Position Description. Instead, use clear and concise writing to tell others about your strengths and your key accomplishments. If you do all of this, you will have a good resume. Maybe even a great resume. And a great resume will help you reach your career goals.