



## Food Safety and Inspection Service

### Resume Writing Tips

Resumes play a critical role in the selection process. Your resume must show that you have the required experience, and it needs to include all required information. Be sure to review all the requirements in the announcement. Use clear language. Provide details. Cite specific examples. The following resume writing tips are provided to help you avoid common pitfalls.

#### ***Some Resumes Don't Provide Enough Details***

*If you list only a few lines about your job duties, or if you list only a general description of the work, there may not be enough information for you to qualify and be referred to the selecting official.*

#### ***Some Resumes Don't Include Required Items***

*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.*

### Preparing to Write Your Resume

- ❖ Gather information about your current and previous jobs, including the following: name of the organization; the employer's address; your job title; your job duties; your supervisor's name and number; your work schedule; your salary; and your starting date and ending date (month/year).
- ❖ Pull together documents, such as transcripts, that you may need to submit with the resume. *[NOTE: If you are a current or former federal employee, you may also need to submit an SF-50 Notification of Personnel Action that shows your position title, series, grade, competitive service status, and the highest grade (or highest promotion potential) you've held on a permanent basis. In addition, you may be required to submit a copy of your most recent performance appraisal.]*
- ❖ Create an account at [www.usajobs.gov](http://www.usajobs.gov).

### Writing Your Resume

- ❖ Start with your most recent job experience and work backwards.
  - Include start and end dates, and hours per week, for every job in your resume.
  - List supervisors, and each supervisor's contact information, for every job.
  - Provide more details about your duties and accomplishments for jobs that are closely related to the job for which you are applying, and fewer details about other jobs.
  - Don't just restate the duties in your position description. Tell us what you have accomplished, and how this job experience has given you the knowledges, skills and abilities needed to succeed. Tell us why you believe you are well-qualified for the job.

### Submitting Your Resume

- ❖ Read the entire job announcement, and follow the instructions provided on how to apply.