



Writing Your Federal Resumé



Objectives

- Understand why a Federal resumé is important and how it is different from other resúmes
- Make your resumé marketable
- Know how to use a Federal job announcement to assist in writing your resumé
- Learn simple steps to write a results-driven resumé
- Understand the USAJOBS Resumé Builder



Why a Resumé?

- Your resumé IS your Federal application
- Best way to “market” yourself to employers
- Conveys your qualifications for the job
- Shows you can provide immediate results
- Your first and possibly only impression
- Used to determine qualifications and best qualified candidates



Federal Resumé Writing Tips

- Use plain language – avoid jargon
- Explain acronyms and use them sparingly
- Highlight relevant experience and education
- State the facts – do not exaggerate
- Explain **WHAT** you did, **HOW** you did it and **IF** it made a difference
- Clearly show how you meet the knowledge, skills, and abilities (KSAs) for the job



Federal Resumé Writing Tips (Cont'd)

- May create up to five customized resumé based on the extent/variety of your experience
- Do not include personally identifiable information
- Do not include photographs
- Use resumé created with the USAJOBS Resume Builder or uploaded from your own files
- Use the USAJOBS Resume Builder to learn what information must be included on your resumé
- Carefully check spelling and grammar



Federal vs Private Sector Resumé

- Length
 - Private: 1-2 pages
 - Federal: Unlimited (unless specified by agency)
- Qualifications
 - Private: Flexible
 - Federal: Must meet minimum qualifications
- Accomplishments
 - Private: Less detailed and more generalized
 - Federal: Specifics and accomplishments



Format

- Two typical formats:
 - Functional (do NOT use)
 - Reverse chronological
- Recommended – Reverse chronological:
 - List your most recent experience first then work backwards to describe previous jobs
 - Use RELEVANT experience, even if you have to go back a few years
 - Include RELEVANT unpaid/volunteer experience



Effective Federal Resumés

- Are sufficient in length to show qualifications
- Demonstrate specific, **relevant** experience
- Clearly show results and accomplishments
- Reflect possession of the KSAs
- Are flawless with regards to spelling and grammar
- Explain acronyms and avoid jargon
- Detail necessary information to qualify
- Support answers on the occupational/application questionnaire



Preparing to Write Your Resumé

Sources of Information:

- Former job descriptions
- Supervisory reviews and feedback
- Transcripts
- Course feedback
- Military honors
- Awards and recognition (as part of accomplishments)
- Customer acknowledgements
- Survey results



Preparing to Write Your Resumé (Cont'd)

Think outside the box and don't ignore:

- Leadership roles in social/civic organizations
- Volunteer experiences
- Projects
- Professional/Academic challenges or successes
- Special assignments



Use the Job Announcement

Job Announcement sections that will help you craft your resumé:

- Duties
- Requirements
- Qualifications
- Occupational/Application Questionnaire (Linked from the job announcement)



Job Announcement

USAJOBS

Sign In

Help

Search

Back to results

Next

HR SPECIALIST

DEPARTMENT OF THE ARMY

Army National Guard Units

HRO, Hanscom AFB, MA



Overview

Locations

Duties

Requirements

Required Documents

Benefits

How to apply

Overview

Help

Accepting applications

Open & closing dates

01/25/2021 to 02/26/2021

Pay scale & grade

GS 9

Appointment type

Permanent

Service

Excepted

Salary

\$58,909 to \$76,583 per year

Work schedule

Full-Time

This job is open to

Help

The public

U.S. citizens, nationals or those who owe allegiance to the U.S.

Clarification from the agency

Nationwide - Open to all US Citizens

Apply

Print

Share

Save

Location

Help

Announcement number

MA-11001046-T5-AR-21-010



Duties and Responsibilities

Duties



Summary

It is anticipated that there will be significant interest in the announcement. As a result, the announcement will close at 11:59 p.m. ET on the date of receipt of the **200th application or at 11:59 p.m. ET on 3/9/2016**; whichever occurs first.

We are seeking a highly qualified and motivated individual to serve as an auditor and be a proactive member of our team. The Office of Inspector General (OIG) for the General Services Administration (GSA) is one of the original OIGs established by the Inspector General Act of 1978. The OIGs were created as independent and objective entities within an agency (A) to promote economy, efficiency, and effectiveness in the administration of the agency, and (B) to prevent and detect fraud and abuse in agency programs and operations. The OIGs report to the agency head and Congress through semi-annual and other reports.

The GSA OIG is dedicated to protecting the public interest by bringing about positive changes in the performance, accountability, and integrity of GSA programs and operations. Oversight is provided through auditing, inspections and evaluations, and investigations of GSA extensive procurement, real property, and related programs and operations, which primarily support other federal agencies. OIG oversight components report their findings and recommend courses of action to promote efficiency and economy in the GSA's activities. Last fiscal year, our OIG professionals' efforts resulted in \$243 million in criminal, civil, administrative, and other recoveries; over \$1.4 billion in GSA management decisions that agreed with GSA OIG audit recommendations; over 40 successful criminal prosecutions; and numerous suspensions and debarments. Applicants are encouraged to review the work and accomplishments of the GSA OIG on our website <https://www.gsaig.gov/>.

[Learn more about this agency](#)

Responsibilities

This position is located in the Audits Office of Inspector General (OIG). The incumbent serves as an Auditor and works directly for the Fort Worth, Texas office. As an Auditor, you will work on a team conducting performance and attestation audits. You will perform systematic examinations and analyses of financial-related records, reports, management controls, and policies and practices that impact the financial condition of GSA organizations and activities. You will be responsible for 1) preparing work papers/reports to document the audit process including audit objectives and related conclusions, deficiencies, and recommendations for corrective actions; 2) assisting higher level auditors in determining areas of high risk to focus on during an audit; and, 3) other related assigned duties.

At the full performance level of the position, additional responsibilities include:

- Performing research, evaluations, studies, and analyses;
- Identifying significant audit and review findings, trends, and patterns;
- Researching and reviewing pertinent federal laws and Comptroller General decisions; and,
- Identifying legislative, regulatory, and procedural requirements applicable to GSA programs, activities, and functions.

Travel Required

Occasional Travel - Selected applicant must be able to acquire and maintain a government-issued travel charge card.

Supervisory status

No

Promotion Potential

No



Qualifications

Qualifications

In order to qualify, you must meet the education and experience requirements described below. Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community; student; social). You will receive credit for all qualifying experience, including volunteer experience. Your resume must clearly describe your relevant experience; if qualifying based on education, your transcripts will be required as part of your application. Additional information about transcripts is [in this document](#).

Basic Requirement for Auditor:

A. Degree: Bachelor's degree (or higher degree) in accounting; or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law.

OR

B. Combination of Education and Experience: Must include at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include one of the following:

- (1) Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law; OR
- (2) A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; OR
- (3) Completion of the requirements for a degree that included substantial course work in

Specialized Experience:

In addition to OPM's basic eligibility requirements, applicants must have specialized experience that is compensated or uncompensated (related educational and/or work experience) which has equipped you with the specific knowledge, skills and abilities to successfully perform the duties of the position in the application of professional accounting and auditing principles, procedures, and techniques.

All successful applicants for this position will possess the following competencies: Basic knowledge of accounting principles and auditing standards; the ability to apply audit techniques in collecting and analyzing data; the ability to communicate effectively, both orally and in writing; and the ability to conduct multiple segments of complex audits.

GS-7 applicants must have one (1) year of graduate-level education or superior academic achievement or one (1) year of specialized experience equivalent to at least the GS-5 level. Specialized experience includes, but is not limited to, assisting in the verification of reports against source accounts, and performing routine technical accounting assignments; reconciling bank and other accounts; verifying cash receipts and disbursement vouchers; verifying the accuracy of computations; and assisting in the preparation of basic audit work papers.

GS-9 applicants must have two (2) years of progressively higher level graduate education leading to a master's degree or equivalent graduate degree or (1) year of specialized



Occupational/Application Questionnaire

 [Help](#)

How to Apply

To apply for this position, you must complete the online application/Occupational Questionnaire and submit the documentation specified in the Required Documents section below. To view the Occupational Questionnaire, click the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/11001046>





Occupational/Application Questionnaire (Cont'd)

Select the one statement that most accurately describes your training and experience carrying out each task using the scale provided.

2. Analyzes historical budget and financial data to assist in budget preparation.

- A. I have not had education, training, or experience in performing this task.
- B. I have had education or training in how to perform this task, but have not yet performed it on the job.
- C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- D. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- E. I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist or train them in doing this task because of my expertise.



How to Best Present Your Experience

- **Write experience this way:**

- Amount of experience:

- “Managed an 8-person team over 15 years...”

- Level of experience:

- “Routinely advised and briefed organizational senior executives on...”

Note: Repetition is OK

- **Also add WHY it mattered:**

- “Implemented new process which improved workflow and completion times”



Detail Accomplishments

- Who was impacted?
- Quantify wherever possible
- What were the cost savings?
- Did you exceed deadlines?
- Did you receive awards or recognition?
- What changed or improved?



Example

- **Before:**

Responsible for planning, executing and coordinating special operations mountain and desert training. Served as primary instructor for all new Soldiers in training.

- **After:**

Developed and executed numerous sensitive and realistic training courses for nearly 1,500 personnel annually. Rated as the number one instructor over 20 peers on last 3 annual performance cycles.



How to Write Your Experience

- Review the job announcement to understand the requirements and description of the work to be performed
- Compare what you've done in the past with the requirements and find the similarities
- Write your experience by matching your personal experiences and accomplishments with the language in the requirements



Step 1

Understand and Address the Requirements in the Announcement

Specialized Experience:

In addition to OPM's basic eligibility requirements, applicants must have specialized experience that is compensated or uncompensated (related educational and/or work experience) which has equipped you with the specific knowledge, skills and abilities to successfully perform the duties of the position in the application of professional accounting and auditing principles, procedures, and techniques.

All successful applicants for this position will possess the following competencies: Basic knowledge of accounting principles and auditing standards; the ability to apply audit techniques in collecting and analyzing data; the ability to communicate effectively, both orally and in writing; and the ability to conduct multiple segments of complex audits.

GS-7 applicants must have one (1) year of graduate-level education or superior academic achievement or one (1) year of specialized experience equivalent to at least the GS-5 level. Specialized experience includes, but is not limited to, assisting in the verification of reports against source accounts, and performing routine technical accounting assignments; reconciling bank and other accounts; verifying cash receipts and disbursement vouchers; verifying the accuracy of computations; and assisting in the preparation of basic audit work papers.

GS-9 applicants must have two (2) years of progressively higher level graduate education leading to a master's degree or equivalent graduate degree or (1) year of specialized



Step 2

Break requirements down to short statements

Specialized Experience:

In addition to OPM's basic eligibility requirements, applicants must have specialized experience that is compensated or uncompensated (related educational and/or work experience) which has equipped you with the specific knowledge, skills and abilities to successfully perform the duties of the position in the application of professional accounting and auditing principles, procedures, and techniques.

All successful applicants for this position will possess the following competencies:

Basic knowledge of accounting principles and auditing standards;
apply audit techniques in collecting and analyzing data;
communicate effectively, both orally and in writing;
conduct multiple segments of complex audits.

GS-7 applicants must have one (1) year of graduate-level education or superior academic achievement or one (1) year of specialized experience equivalent to at least the GS-5 level. Specialized experience includes, but is not limited to,
verification of reports against source accounts,
performing routine technical accounting assignments;
reconciling bank and other accounts;
verifying cash receipts and disbursement vouchers;
verifying the accuracy of computations;
preparation of basic audit work papers.

GS-9 applicants must have two (2) years of progressively higher level graduate education leading to a master's degree or equivalent graduate degree or (1) year of specialized




Step 3

Match Your Experience with the Requirements

Specialized Experience:

GS-7 applicants must have one (1) year of graduate-level education or superior academic achievement or one (1) year of specialized experience equivalent to at least the GS-5 level.

- Verification of reports against source accounts,



Annually verified over 500 source reports and identified weak internal controls and accounting procedures.
Created a new standard operating procedure which resulted in a 10% decrease in errors and \$52,000 in labor savings.

- Performing routine technical accounting assignments;
- Reconciling bank and other accounts;
- Verifying cash receipts and disbursement vouchers;
- Verifying the accuracy of computations;
- Preparation of basic audit work papers.

All successful applicants for this position will possess the following competencies:

Ability to:

- Basic knowledge of accounting principles and auditing standards;
- Apply audit techniques in collecting and analyzing data;
- Communicate effectively, both orally and in writing;
- Conduct multiple segments of complex audits.



Repeat for each requirement

Specialized Experience:

GS-7 applicants must have one (1) year of graduate-level education or superior academic achievement or one (1) year of specialized experience equivalent to at least the GS-5 level.

- Verification of reports against source accounts,
Experience and accomplishment (Two part answer)
- Performing routine technical accounting assignments;
Experience and accomplishment (Two part answer)
- Reconciling bank and other accounts;
Experience and accomplishment (Two part answer)
- Verifying cash receipts and disbursement vouchers;
Experience and accomplishment (Two part answer)
- Verifying the accuracy of computations;
Experience and accomplishment (Two part answer)
- Preparation of basic audit work papers.
Experience and accomplishment (Two part answer)

Create answers for all of the bullets

All successful applicants for this position will possess the following competencies:

Ability to:

- Basic knowledge of accounting principles and auditing standards;
Experience and accomplishment (Two part answer)
- Apply audit techniques in collecting and analyzing data;
Experience and accomplishment (Two part answer)
- Communicate effectively, both orally and in writing;
Experience and accomplishment (Two part answer)
- Conduct multiple segments of complex audits.
Experience and accomplishment (Two part answer)



Cover Letter

- Optional
- Two paragraphs – 3 to 5 sentences each
- Highlight specific experience and skills you want to highlight
- Use compelling language
- Include special hiring path in which you want to be considered (e.g. Schedule A)



USAJOBS Account – Resumé Builder

USAJOBS

Adrian

Help

Home Profile Documents Preferences

Documents

Resumes (4/5)

Other (3/10)

View	View	View	View
201280822 Built 08/16/18	August2018 Built 08/22/18	HR Management Built 02/13/15	TodaY Built 07/30/18
Edit	Edit	Edit	Edit
Duplicate	Duplicate	Duplicate	Duplicate
Delete	Delete	Delete	Delete
<input type="checkbox"/> Searchable	<input type="checkbox"/> Searchable	<input checked="" type="checkbox"/> Searchable until 10/23/19	<input type="checkbox"/> Searchable



Uploaded documents must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, TXT, PDF or Word (DOC or DOCX).

You can make at least one resumé “searchable” to allow agencies to find your resumé and notify you about application opportunities in the future.

Do not include in resume

- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age, gender, religious affiliation, etc.
- Encrypted and digitally signed documents

Additional Help

[What should I include in my resume?](#)




USAJOBS Account – Resumé Builder

Home Profile Documents Preferences


Documents

Resumes (4/5) Other (3/10)

Add New Resume




[Build resume](#)



[Upload resume](#)

View	View	View	View
<p>201280822 Built 08/16/18</p> <p>Edit</p> <p>Duplicate</p> <p>Delete</p> <p><input type="checkbox"/> Searchable</p>	<p>August2018 Built 08/22/18</p> <p>Edit</p> <p>Duplicate</p> <p>Delete</p> <p><input type="checkbox"/> Searchable</p>	<p>HR Management Built 02/13/15</p> <p>Edit</p> <p>Duplicate</p> <p>Delete</p> <p><input checked="" type="checkbox"/> Searchable until 10/23/19</p>	<p>TodaY Built 07/30/18</p> <p>Edit</p> <p>Duplicate</p> <p>Delete</p> <p><input type="checkbox"/> Searchable</p>



Upload or build resume

Do not include in resume

- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age, gender, religious affiliation, etc.
- Encrypted and digitally signed documents

Additional Help

[What should I include in my resume?](#)

Uploaded documents must be less



USAJOBS Account – Resumé Builder

Other (3/10) ✕

Resume Builder

Resume Name Required

JA-2018-17-RG Edit

Click on Add Work Experience to enter information related to your jobs.

Add Work Experience

I do not wish to provide work experience

Next

Do not include in resume

- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age, gender, religious affiliation, etc.
- Encrypted and digitally signed documents

Additional Help

[What should I include in my resume?](#)

st be less
e following
60-1750



Experience

Resume Builder

Work Experience All fields are required unless otherwise noted

Employer Name Formal Job Title

Employer Address 1 Start Date Start Year

Employer Address 2 Optional End Date End Year

Country Salary Optional Currency Salary Rate

Postal Code Average Hours per week

City/Town May we contact your supervisor?
 Yes No Contact me first

State/Territory/Province Is this a Federal Civilian position? Optional
 Yes No

Duties, Accomplishments, and Related Skills (5000 characters remaining)

Problems with formatting when pasting from Microsoft Word?



All fields are required unless otherwise noted



Experience

Resume Builder

Work Experience [?](#)

All fields are required unless otherwise noted

Employer Name

THIS IS A SAMPLE ONLY - USED FOR TRAINING PURPOSE!

Formal Job Title

WORKER

Employer Address 1

0000 Working Lane

Start Date

January

Start Year

2019

Employer Address 2 (optional)

End Date

Please select a valid End Month.

--Select--

End Year

Please select a valid End Year.

--Select--

Country

United States

Salary (optional)

Currency

USD

Salary Rate

Bi-weekly

Postal Code

20020

Average Hours per week

Average Hours per week is required.

City/Town

Washington DC

May we contact your supervisor?

Yes No Contact me first

State/Territory/Province

District of Columbia

Is this a Federal Civilian position? [?](#)

Yes No

Duties, Accomplishments, and Related Skills



Education

Resume Builder

Education ⓘ *All fields are required unless otherwise noted*

School or Program Name Major *Optional*

Country Minor *Optional*

Postal Code GPA *Optional* of GPA Max. *Optional*

City/Town Total Credits Earned *Optional*

State/Territory/Province System for Awarded Credits *Optional*

Semester Hours Quarter Hours Continuing Education Units

Degree/Level Attained Honors *Optional*

Completion date *Optional*

Relevant Coursework, Licensures, and Certifications *Optional*
(2000 characters remaining)

Problems with formatting when pasting from Microsoft Word?



All fields are required unless otherwise noted



References

Resume Builder

References *All fields are required unless otherwise noted*

Name	Phone
<input type="text"/>	<input type="text"/>
Employer <i>Optional</i>	Email
<input type="text"/>	<input type="text"/>
Title <i>Optional</i>	Reference Type
<input type="text"/>	<input checked="" type="radio"/> Professional <input type="radio"/> Personal



Other Qualifications

Resume Builder

Resume Name *Required*

JA-2019-17-RG

[Edit](#)

Job Related Training

[Add Job Related Training](#)

Language Skills

[Add Language](#)

Organizations/Affiliations

[Add Affiliation](#)

Professional Publications

[Add Publication](#)

Additional Information

[Add Information](#)

Previous

Finish



Questions

Email: Outreach@opm.gov