# *The Federal Resume Guide*
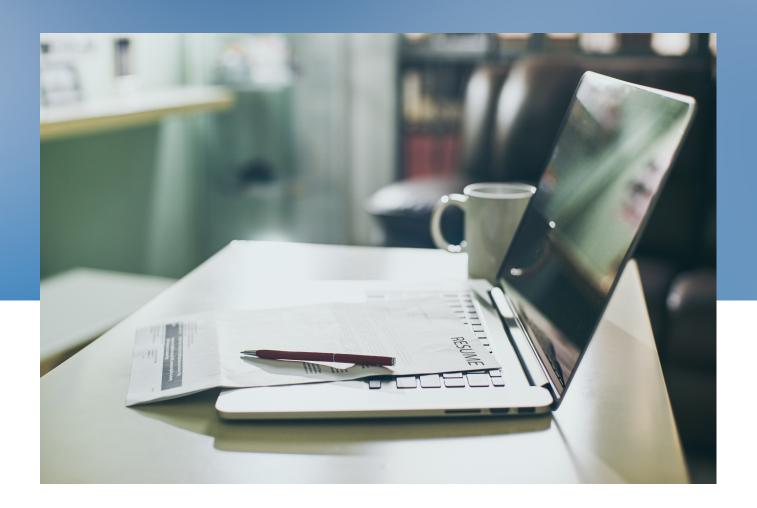## What You Should Know When Applying for a Federal Career

**Presented By:**

**The Commodity Futures Trading Commission
Human Resources Branch
Talent Management Branch**

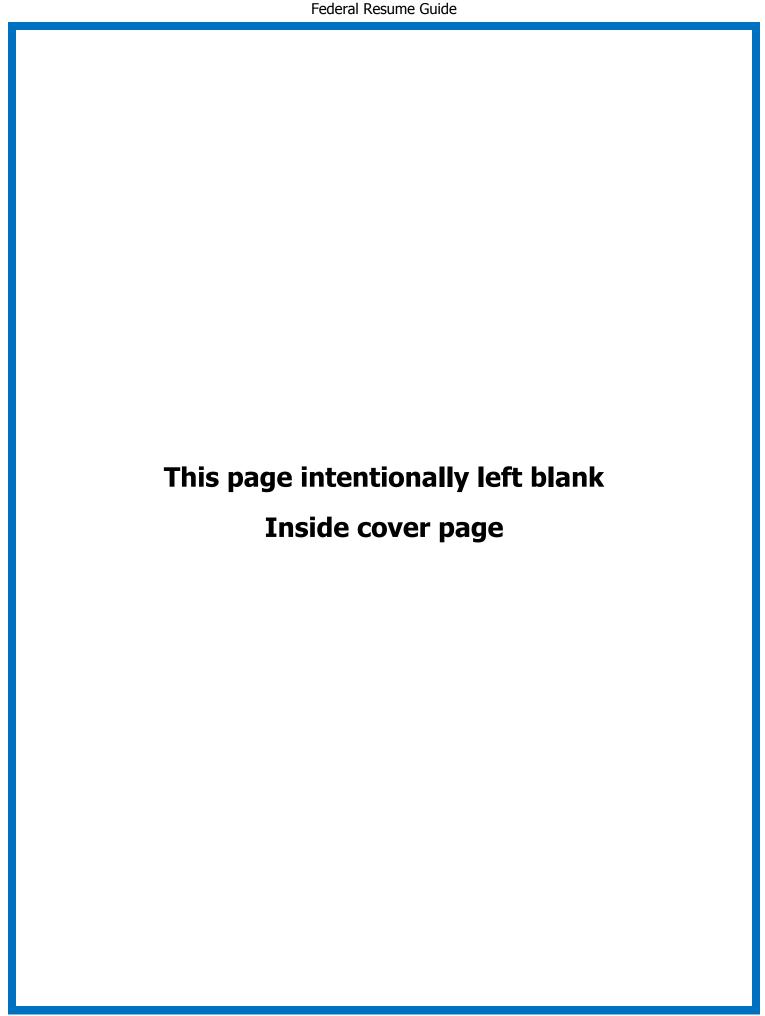**https://www.cftc.gov/About/Careers/index.htm**

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# Writing a Winning Resume

Knowing how to write a winning resume is a valuable skill to have in today's job market. Your resume is the first impression you give to a potential employer – it is _your_ marketing piece. A well-written resume can help you land an interview or may lead to new job opportunities. Whether you are actively seeking a job at the Commodity Futures Trading Commission (CFTC), another Federal agency, or just want to update your existing resume, this guide will assist you in making your resume, and thereby you, stand out from the crowd.

## Getting Started

Before you begin writing your resume, you'll need to know where to find Federal career opportunities. Federal agencies advertise vacancies online at www.usajobs.gov. USAJobs is an online database that enables job seekers to search for positions by location, job category or by agency. Most, but not all, full-time, part-time and permanent Federal jobs are posted on USAJobs. If you are interested in a specific agency, and you aren't able to locate vacancies for that agency on USAJobs, you should visit the agency's website for vacancy announcements. In USAJobs you can:

| Create an Account | Look for a Job | Be Informed |
|---|---|---|
| • Build and store up to five distinct resumes.<br>• Create and save job searches to receive automatic notifications.<br>• Apply for jobs or save them to review later. | • Search by Agency, Occupation, Grade, Location, etc.<br>• View jobs available to the general public and those available to Federal employees.<br>• Apply to Federal vacancies. | • Learn how to use USAJOBS by accessing their tutorials.<br>• Learn about the federal hiring process.<br>• Learn about special hiring programs. |

### I FOUND A POSITION I'D LIKE TO APPLY FOR, BUT I'M UNSURE OF HOW TO READ THE JOB ANNOUNCEMENT

Don't worry, you aren't alone. Federal vacancy announcements can be confusing if you aren't familiar with the format. Federal vacancy announcements now use a common 7-tab format (highlighted in the following example) to provide information about the position. It is important to read each section carefully to ensure you fully understand the position, you meet the required qualifications, and you are aware of how your application will be evaluated.

## Reviewing Jobs on USAJobs



- **Tab 1 - Overview** – quickly identifies the application open period, type of appointment, work schedule, salary range, pay scale and grade, and who may apply.

- **Tab 2 - Location** – lists the number of available positions at each identified duty locations, and indicates if relocation expenses are reimbursed and if teleworking is available.

- **Tab 3 - Duties** – cites the major duties and responsibilities of the job, supervisory status, promotion potential and required travel expectation.

- **Tab 4 - Requirements** – lists the conditions of employment and qualifications (type of skills/ competencies) you need to be eligible for the position and how your experience will be evaluated.

- **Tab 5 - Required Documents** – lists the required application materials and any accepted optional documents.

- **Tab 6 - Benefits** – highlights some of the benefits available to you as an employee.

- **Tab 7 - How to Apply** – provides instructions on how to submit your application package and the agency's point of contact for the position.

# Writing Your Resume

## Q:   WHAT INFORMATION WILL I NEED TO WRITE MY RESUME?

Having the right information at your fingertips will be helpful as you create your winning resume. Here's a list of the information you'll need:

- ✓ Employer names, addresses and telephone numbers
- ✓ Dates of employment
- ✓ Former supervisor's names and telephone numbers (you should provide at least 3 professional references, using past current supervisors if possible).
- ✓ Your job title/series
- ✓ List your detailed responsibilities
- ✓ Salary/GS level and step
- ✓ Training
- ✓ Career accomplishments
- ✓ Awards received
- ✓ Education
- ✓ No pictures

If you are a current or former Federal employee, you should also have:

- ✓ Last SF-50
- ✓ Last Performance Appraisal

## Q:   WHAT SECTIONS SHOULD BE INCLUDED IN MY RESUME?

Your resume should provide enough information to enable an employer to see, at a glance, who you are, where you can be reached, what kind of work you've done, why you're qualified for the position, and whether you meet the legal requirements of Federal employment.

At minimum, your resume should include:

**Personal Information** – Your full name, mailing address with zip code, area code and phone number, your email address, the last 4-digits of your social security number, country of citizenship and, if applicable, your eligibility for veteran's preference. Veteran's preference refers to employment regulations that prevent veterans seeking Federal employment from being penalized for their time in military service. For additional information on Veteran's Preference, visit www.fedshirevets.gov or **www.usajobs.gov**

*You are unique – your experience and the lessons you've learned are yours and yours alone. Write your resume from your perspective. Use words that describe what makes **you** a valuable asset.*

**Objective Statement (Optional)** – Should include what you are seeking (e.g., "To find employment in the information technology field"), what you can bring to the position (for example use phrases such as "where my background in information technology science will") and end with how you can help the agency accomplish its mission (e.g., "assist the agency in maintaining cybersecurity compliance").

**Education** – Schools attended, date degree(s) were conferred and GPAs. If a degree was not awarded, provide the number of credits received.

**Work Experience** – Job title, dates of employment, salary, hours worked per week, employers name and address, supervisor's name, contact phone number and whether or not s/he may be contacted.

**Other Qualifications** – Job-related training courses, skills, certificates, honors, awards, professional certifications, special accomplishments, and memberships in professional or honor societies and organizations.

**Q:** **IS THERE A PREFERRED STYLE OF RESUME I SHOULD USE WHEN APPLYING FOR A FEDERAL POSITION?**

You are encouraged to use the USAJobs Resume Builder tool when applying to a Federal vacancy, however, when it comes to resume styles, one size does not fit all. Resumes are as diversified as each applicant's work history and experience and there are several options to consider:

- **Chronological** – this type of resume lists your work experience, education, volunteer and community service activity, and awards and recognitions in reverse chronological order, with your most recent job being placed first and your oldest job placed last.

- **Functional** (also known as a Competency Based resume) - this format takes the focus off your job titles and puts it on your skills, abilities, accomplishments, job traits and personal characteristics (competencies) that employers expect future employees to match.

- **Combination** – the combination resume includes elements of both the chronological and functional styles of resumes by identifying your relevant skills and accomplishments and then describes your employment and education in chronological order.

- **Targeted** – the targeted resume may be any of the three styles listed above with one exception; the resume is tailored for a specific company or position. This type of resume is typically used when you know positions exist at a particular company but are not applying to an advertised vacancy.

- **USAJobs** – the USAJobs resume is automatically formatted for you using the information you provide in the USAJobs Resume Builder.

Examples of each of these resume styles are provided for your information later in this guide.

# Q:

**HOW SHOULD I FORMAT MY RESUME?**

Although the basic layout of your resume is important, your primary objective is to convey your strengths and accomplishments. A well-formatted, well-organized resume drives an employer to key information about you, such as technical proficiencies, your work history or the awards and promotions you've earned. When formatting your resume, consider margins, font type and size, color and the use of symbols in order to best highlight your strengths and accomplishments.

Following are tips to guide you in formatting your resume:

### Margins
Margins should be set at 1" all around. Even if you're concerned about space, the margins of your resume should not go below 1/2". Doing so creates a visually "crowded" resume. For readability, it is recommended that you use left-aligned margins over block justified text.

### Font Type
The font you choose for your resume should be aesthetically pleasing and easy to read to attract a potential employer's interest. Font types such as Arial, Verdana, and Times New Roman work well. Keep in mind that once you select a font, maintain its consistency throughout your resume.

### Font Size
Font size has a lot to do with the font type you choose. The most commonly used font sizes are 10-12 points. However, some fonts at 12 points appear too large, while other fonts at 12 points appear too small.

To better identify yourself and the section headings within your resume, font sizes should be larger than the font size of the body of your resume.

### Color
The use of color in your resume can be a powerful marketing tool, as long as it is used to enhance your resume not weaken it. When used properly and sparingly (e.g., no more than one additional color besides black), color can create visual appeal and better emphasis important information.

### Formatting
As you are looking for ways to stand out from all of the rest, don't neglect to balance your resume with the use of both paragraphs and bullets to describe your work history and accomplishments – the combination is aesthetically pleasing and easier to read.

*Always print your resume for review. Do this even if you're submitting your resume online because the employer may want to print it and just because the fonts and formatting look good on your computer screen doesn't mean they will look good when printed.*

When using paragraphs to describe job duties, be sure to use short, concise phrases starting with action verbs.  When using bullets, do so sparingly in order to draw the readers eyes to especially important points on your resume and be consistent.  This helps the reader to understand what you are highlighting from one section of your resume to the next.

Below is an example of how the use of bullets makes a difference in the appearance of a potentially important aspect of a resume.

**Example**

**Poor Response:**
   Wrote 15 papers per semester with an average grade of 95%.

**Good Response:**
   • Wrote 15 papers per semester with an average grade of 95%.

**Q:**   | **WHICH SHOULD GO FIRST ON MY RESUME, EDUCATION OR EXPERIENCE?**

The answer to this question depends on whether your education or your experience is your best selling point and/or meets the qualifications of the position you are applying to. Generally, new graduates list education first, while job-seekers with a few years or more of work history list experience first. However, when using the USAJobs Resume Builder, experience is always listed first.

**Q:**   | **SHOULD I INCLUDE ALL MY PREVIOUS POSITIONS ON MY RESUME?**
**HOW FAR BACK SHOULD I GO?**

The most important thing is to include your most **relevant** experience.  When considering how far back to go with your work history, go as far back as you need to in order to make your experience applicable. In other words, make sure you highlight your accomplishments of previous jobs that are most recent and relevant to the position you are seeking.

If you find that this method results in the appearance of gaps in your employment history, you can either list those postions under an "Additional Information" section or list the position in order with a brief sentence describing the work you performed.

# Q:

**WHAT IS THE BEST WAY TO SHOWCASE MY ABILITY TO BE SUCCESSFUL IN THE POSITION FOR WHICH I AM APPLYING?**

The best way to showcase your abilities for a particular job is to ensure that your resume reflects your knowledge, experience and/or education required of the position for which you are applying. Review the "Requirements" tab carefully to ensure that you fully understand how your application will be evaluated.

**Example 1**: You're interested in applying for an IT Specialist (INFOSEC) position at CFTC that requires applicants to have a demonstrated experience and skill in a mastery of knowledge of total infrastructure protection environment; systems security certification and accreditation requirements and processes, including Federal information systems security protocols sufficient to ensure coordination and collaboration on security activities.

Does your resume identify that you have this experience? Human Resources specialists use your resume to verify that you possess the required experience/competencies of the vacant position as well as to verify your responses to the self-assessment questionnaire. If your resume does not **specifically** and **clearly** show that you possess the required experience/competencies, credit cannot be given which may result in your application no longer being considered.

For the above position you may include on your resume, for example:

- *Managed technical staff in development and implementation of security projects related to the protection of information systems, the detection of intruders or malicious code, and the response against cyber-attacks.*

**Example 2:** You are interested in applying for a Market Analyst position at CFTC that requires specialized experience and knowledge of futures trading principles and mechanisms, including compliance rules and regulations associated with the futures industry, and standard practices of the U.S. financial regulatory environment.

In order to draw the reader's eye to your experience with this type of work, don't hesitate to use your experience in a financial industry such as banking, securities, and/or futures to review and analyze transactions. For example, you may write:

- *Reviewed and analyzed the firms' position, ownership and control data. Reviewed and analyzed SDR, SEF and market data. Reviewed and analyzed firms' Order Messages and Order Entity Data. Performed quality analysis of transactional, position, ownership and control data.*

## Q: HOW LONG SHOULD MY RESUME BE?

While the length of your Federal resume is a personal choice, the general rule of thumb is one – three pages depending upon your level of experience. However, if you are building your resume in USAJobs, the average length is four to five pages. Resumes that extend beyond one page should be numbered accordingly (e.g., X of Y), so that if lost or shuffled an employer can easily identify if there are missing pages or if there are additional pages and in what order they belong. Regardless of the length, your resume should best reflect your qualifications for the position to which you are applying as concisely as possible.

## Q: IN ADDITION TO MY RESUME, WHAT OTHER DOCUMENTS WILL I HAVE TO SUBMIT?

Read the vacancy announcement carefully and follow all instructions. At a minimum, many agencies, CFTC included, require applicants to submit a resume and an online self-assessment questionnaire. In many instances, additional documentation (e.g., Certificate of Release or Discharge from Active Duty (Form DD-214), most recent performance appraisal, transcripts, etc.) will be required. Failure to submit all required documents will result in your application not being considered.

## Q: WHAT ARE MINIMUM QUALIFICATIONS?

Minimum qualifications are standards set by the U.S. Office of Personnel Management (OPM) to help ensure that Federal employees are, indeed, qualified for employment. You must meet these minimum qualifications to be considered for employment. Minimum qualifications are stated in terms of general or specialized experience.

- General experience is progressively responsible clerical, office, or other type of experience that shows you have the ability to perform the duties of the job being filled.
- Specialized experience is usually obtained from having worked in a position similar to the job being filled.

For some jobs, you can qualify based solely on education instead of experience. For other jobs, both education and experience are required to qualify; and for yet other jobs, you can qualify based on a combination of your experience and education. These requirements will be described in the vacancy announcement.

## Q: WHAT IS THE OCCUPATIONAL QUESTIONNAIRE OR ASSESSMENT?

The questionnaire is a list of questions designed to solicit information about how well your experience match the competencies required for the job. The questionnaire is a self-assessment tool. Generally, you can preview questions by clicking on the "How to Apply" section/tab within the job announcement and scrolling down to the "How You Will Be Evaluated" section. Many agencies offer a "View Occupational Questionnaire", or something similar, link to view the questions in advance of applying.

There are no "right" or "wrong" answers to the occupational questionnaire. You should respond honestly to all questions. You should also give yourself credit when deserved. While you should be careful not to inflate your self-ratings, you want to take credit for your accomplishments. Once you complete the questionnaire, a score will be assigned to your application. That score will determine whether or not you will move on for further consideration in the selection process. Note that some agencies, including CFTC, may also require you to identify where in your resume (what position) you utilized the skills/knowledge to support your rating. In addition, most agencies do state in their policy that your score may be adjusted and/or you may not be further considered for the position, if your resume and supporting document do not support your self-rating.

## Q: WHAT TYPES OF QUESTIONS ARE GENERALLY ASKED ON THE SELF-ASSESSMENT QUESTIONNAIRE?

Generally, questionnaires are custom developed because of the different requirements of each position; however, most occupational questionnaires require you to provide responses to questions that will evaluate if you meet the minimum qualifications of the position, as well as other job specific assessment questions, that are either task based or competency based.

Examples of the types of questions asked on the self-assessment questionnaire are provided below.

*Example1 (Minimum Qualifications):* Which of the following statements best describes your experience?

*A. I have at least one year of specialized experience equivalent to at least the CT/GS-13 level in the Federal government that included managing security projects; procuring project management documentation including project plans, project initiation forms, market research evaluations, and formulating technology recommendations.*

*B. I do not possess the experience described above; therefore, I am not eligible for this position.*

*Example 2 (Task Based):*

INSTRUCTIONS:  For the task statements, choose the one response from the list below that best describes your experience. (Multiple Answer/Multiple Choice) You may select more than one response.

A - Led a computer security incident response effort.  Diagnosed and documented details of security incident. Communicated incident reports to management and provided input to formal communications and incident notifications.
B - Worked on a team that handled a computer security incident.  Contributed to a computer security incident report. Communicated event details to management.
C - Performed data collection related to computer security incident. Responsible for a variety of informal communications related to computer security.
D - Presented reports, proposals or recommendations based on justified findings for internal management.
E - Developed policies, methods, and/or strategies for managing security projects.
F - I have no experience in performing this task.

For the each statement, chose the responses from the list below that best describes your experience and technical knowledge and ability to resolve problems with the configuration of firewalls, intrusion detection systems, and other network security devices. (Multiple Choice) You may only select one response.

A - Experience as a firewall and intrusion detection system administrator. Responsibility for the maintenance and operation of firewalls and intrusion detection systems to include trouble shooting issues, managing configuration changes and performing system updates.
B - Experience updating firewall rule sets and applying intrusion detection signatures. Working as part of a firewall administration team.
C - Served as part of an IT security team and formal training on firewalls and intrusion detection systems.
D - I have no experience in performing this task.

*Example 3 (Competency Based):*

**FACTOR:  CUSTOMER SERVICE**

Which of the following best described your experience determining the needs of either the internal or external customers (i.e., someone who receives services)?

A. I have never worked with customers.
B. I have asked basic questions to understand the customers' basic needs.
C. I have had in-depth conversations with customers to help understand more complex needs.
D. I have had formal, in-depth meetings or consultations with customers to actively stimulate discussions and gain complete understanding  and expectations of their needs.
E. I have initiated and worked collaboratively with customers to jointly define their service goals, priorities, and expected delivery date of project.

# Q:
**WHAT DOES "TIME IN GRADE" MEAN?**

Time-in-grade is a requirement that applies to the promotion of current and former Federal employees. Generally, employees must serve one year at the next lower grade level. Time-in-grade restrictions do not apply to former federal employees who have had a break in service of more than one year, current Federal employees on temporary appointments, or current Federal employees not holding a General Schedule (GS) position. Time-In-Grade also does not apply to applicants who have no Federal work experience.

# Q:
**WHAT IS THE DIFFERENCE BETWEEN USAJOBS AND MONSTER HIRING MANAGEMENT APPLICATION MANAGER?**

- ✓ **USAJobs** is the official job site of the Federal government. USAJOBS is the one resource where you can search for jobs, create multiple resumes, receive e-mail notifications, access information regarding your application status, and find general information about Federal employment.

- ✓ **Monster Hiring Management Application Manager** is a security-centric hosted solution used by the CFTC. It is used by many Federal agencies to collect online applications and assessment information for specific positions. After the first time you access the Monster Hiring Management Application Manager from USAJOBS.GOV, your accounts will become linked and you will no longer be required to login to the Monster Hiring Manager Application system when applying to vacancy announcements.

# Q:
**IS THERE ANYTHING I SHOULD DO BEFORE I SUBMIT MY APPLICATION?**

As a final step before submitting your application package, take a moment to review these basic, yet very important guidelines when applying for a career at the Commodity Futures Trading Commission or other Federal agencies.

| Do | Don't |
|---|---|
| ✓ Quantify whenever possible – use numbers and data points to illustrate success. <br> ✓ Check your application package for misspellings and typographical errors. <br> ✓ Use active verbs to describe actual work performed. Be specific. <br> ✓ Use your own words when writing a resume. Be concise. <br> ✓ Edit your resume to reduce fluff and make every word count. Set your resume aside for a few days and then come back to it again with a fresh perspective. <br> ✓ Review your application package to ensure that it contains all of the required information listed under the "How to Apply" section of the vacancy announcement. <br> ✓ Submit your application in a timely manner. | ✓ Make things up or inflate your accomplishments, level of responsibility, or skills. <br> ✓ Use personal pronouns (I, my, me) in a resume. <br> ✓ Be humble. <br> ✓ Don't use acronyms, unless you are certain everyone knows what that acronym is. <br> ✓ Use job description expressions like "duties included" or "responsibilities:" – instead use accomplishment oriented phrases that sell you. <br> ✓ Include personal information on your resume, other than contact information (examples: height, weight, age, date of birth, place of birth, marital status, ethnicity, health, reason for leaving previous jobs, etc.) <br> ✓ Use the same resume for every job. Take the time to tailor your resume for each position. |

# Q:

## I'VE SUBMITTED MY APPLICATION, WHAT HAPPENS NEXT?

As previously mentioned, once you submit your application, a Human Resources (HR) Specialist will review your package for completion, ensure that you meet the basic qualification requirements, verify your self-assessment ratings again the information you provided in your resume and forward the list of "Best Qualified" applicants to the hiring manager for consideration.

The hiring manager will select applicants from the "Best Qualified" list and conduct interviews. Once interviews have been completed, an HR Specialist will extend a tentative job offer. Pending the outcome of a background investigation, a final job offer may or may not be made.

To determine the status of your application, activate the notification option from your USAJOBS profile and you will receive automatic alerts when there are status changes.

# Resume Samples

# Jane Doe

**Chronological**

123 Somewhere Street
Anytown, CA  12345
(310) 217-9366
SSN: xxx-xx-1234
Citizenship: USA

ssmith@email.com
Veterans Pref.: N/A
Security Clearance: Secret

**Profile:** Highly-organized and detail-oriented Executive Assistant with over 15 years' experience providing thorough and skillful administrative support to senior executives.

**Employment History:**

J.W. Associates, LLC
Executive Assistant                                                                                          4/1996 - Present

Prepare proposals, manuscripts and reports; draft executive level documents and key correspondence. Administer telecommunications, travel and calendars for three executives. Lead support staff and comprehensive training.

- Coordinate projects and events exercising ability to improvise, improve procedures, and meet demanding deadlines.
- Plan and coordinate corporate luncheons, and develop presentations for related on-site and off-site meetings.
- Manage capital purchases, direct vendor relations, generate and maintain equipment tracking records.

Pulsar Distribution Services
Executive Assistant                                                                                          5/1991 – 4/1996

Supported senior-level executives at this $12 billion distribution company. Organized office and designed systems to maximize operations.  Arranged and maintained sensitive documents in compliance with security procedures.

- Saved the organization $100,000 in travel expenses after implementing a detailed travel program that placed limitations on air, hotel and rental car accommodations.
- Played a key role in the development of the company's expense policies and procedures.

**Computer Skills**

Microsoft Office Suite, Adobe Illustrator, Photoshop, Outlook Express, scanning technology, HTML, website development, advanced Internet research.

**Education**
Lakeview College, Lakeview, NY
Bachelor of Science, Business Administration, 1990

# DAVID JONES, MBA

6684 Grand Avenue
Albuquerque, NM 87101
505-555-1111 / mburns@email.com

## QUALIFICATIONS

Business analyst with superior analytical skills. Consistently promoted to positions of increased responsibility, advancing three times within a one-year period. Excellent communicator, proven leadership and outstanding academic credentials in business and international management.

## SELECTED ACCOMPLISHMENTS

➢ Completed contracting for 6,000+ providers within 6 months.
➢ Improved production 20% through the establishment of department production standards.
➢ Launched marketing department for the State of New Mexico.

## PROFESSIONAL EXPERIENCE

Financial & Business Analysis

➢ Performed complex analyses for system-wide negotiations, projections, and time-of-business reviews in addition to analysis of population distribution, claims/utilization, and cost.
➢ Identified, collected, and organized data from multiple sources for input into monthly, quarterly, annual, and ad hoc reports provided to contracting/finance departments and senior management.
➢ Designed and implemented database applications used in contract rate and risk management analysis as well as the identification and correction of data errors and discrepancies.

Management & Supervision

➢ Analyzed, interpreted, and resolved claims with authorization for payments up to $75,000.
➢ Directed activities of 40 claims analysts at a large project site.
➢ Interacted daily with enrollment, claims, utilization/quality management, and customer service to resolve provider issues.

## EMPLOYMENT HISTORY

Health First, Albuquerque, NM                                          2/1997 – 6/2003
*Manager, Contract Analysis/Senior Financial Analyst*

Federal Health Services, Albuquerque, NM                          10/1994 – 2/1997
*Manager, Provider Relations*

## EDUCATION

GRADUATE SCHOOL OF BUSINESS, Albuquerque, NM
*Master of Business Administration, 1992*

**Combination**

# Ellen J. Jobseeker

579 Lake Center Drive – Upper Marlboro, MD 20773

| | |
|---|---|
| (301) 321-6543 | ejobseeker@email.com |
| SSN: xxx-xx-1234 | Veterans Pref.: N/A |
| Citizenship: USA | Security Clearance: Secret |

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## Marketing Executive

Accomplished, bilingual professional consistently recognized for achievement and performance in the marketing field. Innovative and successful in mining new sales territories and establishing business alliances. Proven leader with special capabilities in building teams, strategizing, and implementing workable marketing plans employing television, radio, Internet, and print media.

## Education

University of New York, New York, NY
Bachelor of Science, International Business, 1995
Concentration: Communications.  Minor: Marketing.  GPA: 3.6/4.0

## Professional Experience

Senate Brokerage & Advisory Firm, New York, NY                    8/2003 – Present
**Marketing Manager**

In charge of devising, developing and implementing strategic and operational plans. Analyze industry trends, develop web pages and logos, and train sales staff on targeted client base development. Implement new policies and revise processes as needed to improve operational efficiencies.

*Selected Accomplishments*

- **Marketing/Branding Initiatives** – Established strong image for company through marketing activities, including web messages/design, logo development, and promotional materials. Results included 96% increase in "sellable projects" and stronger recognition/credibility.
- **Staff Development -** Focused sales team efforts on qualification of high-yield prospective clients as opposed to random client capture, leading to increased number of clients with less time commitments.
- **Information Management** – Implemented new format for prospectus that streamlined reporting function and represented 100% improvement in presentation format.

## Skills/Activities

Fluent in English and Spanish
Association for Financial Professionals, Member
MS Office (PowerPoint, Excel, Access, Word)
Lived and traveled extensively in South America and Spain

## References

Available upon request

**Targeted**

**John Q. Smith**
123 Any Street
Washington, DC 12345
(123) 456-7890
johnqsmith@email.com

**Objective:** To obtain a responsible and challenging archivist position at the National Archives & Records Administration where my work experience will have valuable application and utilization of my opportunity for advancement.

**Career Achievements:**

- Collections and archives internships and projects affording exposure to bibliographic, electronic archiving, cataloguing, and collection management techniques and technologies.
- Key areas of experience and study include:
    - Collection Cataloguing & Management
    - Historical Research & Interpretation

**Professional Experience:**

National Museum of History, Washington, DC
Archivist
August 2000 – Present

- Directed filing and cross indexing of selected documents in alphabetical and chronological order in manual or computerized database systems.
- Advised government agencies, scholars, journalists, and others conducting research by supplying available materials and information according to familiarity with archives and with political, economic, military, and social history of period.
- Selected and edited documents for publication and display, according to knowledge of subject, literary or journalistic expression, and techniques for presentation and display.

Maryland State Archives, Annapolis, MD
Assistant Archivist
July 1999 – August 2000

- Assisted the archivist and curator in building and maintaining four permanent collections including the library (50,000 titles), manuscripts (1.5 million items), photographs and prints (50,000 images), and museum (10,000 items) for a thriving historical society with 5,000+ members and 12,000 annual visitors.
- Authored two articles published in the quarterly newsletter; first article focused on the Shenandoah campaigns of 1864 and the second showcased historical perspectives of World War II from common soldiers.

**Education:**
1997 – 1999 Masters in Library and Information Science
University of Maryland, College Park, MD

1993 - 1997 Bachelor of Science in History
University of Maryland, College Park, MD

**Associations/Organizations:**

Council of State Archives (CoSA), Member
Society of American Archivists, Member

USAJobs

The below USAJobs Resume Builder format will be populated automatically using the information you provide when creating a resume online at www.usajobs.gov.

NAME

ADDRESS

MOBILE:

EVENING PHONE:
EMAIL:

**Country of Citizenship:**
**Veterans' Preference:**
**Contact Current Employer:**

AVAILABILITY:

Job Type:
Work Schedule:

DESIRED LOCATIONS:

WORK STATUS:

WORK EXPERIENCE:

EDUCATION:

REFERENCES:

JOB RELATED TRAINING: LANGUAGE

SKILLS:

ORGANIZATIONS/ AFFILIATIONS:

PROFESSIONAL PUBLICATIONS:

ADDITIONAL INFORMATION:

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