

Sample Federal Resume

For both security clearance purposes and to expedite the application process, federal resumes require your social security number and citizenship

CLARK T. SAMUEL
320 Washington Street
Easton, MA 02357
E-mail: ClarkSamuel@email.com

Social Security No.: 000-00-0000
Preference: No
Citizenship: United States
N/A

Veteran's

Federal Civilian Status:

OBJECTIVE:
Writer-Editor, U.S. Department of State, Office of Publications

Always include the exact job title and federal department to which you are applying; look on <http://www.usajobs.com/> for job postings

SUMMARY OF RELEVANT SKILLS:

- **Research:** Information gathering and analysis experience through the SURE (Stonehill Undergraduate Research Experience) Program, worked under the direct supervision of Professor Last Name to write a paper entitled, "Name of X Research;" original research through online databases, email/Internet writing.
- **Communicating in Writing:** Proficient in and enjoy researching, writing and editing all forms of reports, correspondence and communications.
- **Project Coordination:** Compiling information, planning and coordinating the completion of projects; managing details.
- **Liaison and Scheduling:** Organized and efficient in scheduling and following-up on details and meetings.
- **Languages:** Fluent in written and spoken English and Spanish.
- **Computer Skills:** Microsoft and PC Platforms; MS Word, Excel, PowerPoint, 60 WPM.
- **Resourceful and Collaborative:** Able to multi-task and prioritize projects; effective under pressure; energetic and willing to handle multiple projects; team player; identify needs and fill them.

EDUCATION:

Stonehill College, Easton, MA
Bachelor of Arts, Political Science & Spanish, Expected May 2009
GPA: 3.46

Universidad de Madrid, Madrid Spain
International Semester Abroad, Fall 2008

Honors & Awards:

Dean's List three semesters; Sigma Delta Pi (National Honors Society in Spanish)

The Skills Summary is the most important part of a federal resume. Carefully select keywords to represent your best core competencies and address the qualifications listed in the job announcement.

WORK EXPERIENCE:

Resident Assistant, Stonehill College, Easton, MA

Act as mediator for students who need campus assistance – refer to various departments, such as counseling & testing, facilities, and academic advising; encourage discussion and collaboration to resolve personal issues and roommate situations; responsible for creating, organizing & promoting two events monthly in order to foster residential communities. Supervisor: John Doe; (508) 555-5555; Yes, you may contact; Salary: \$8/hr; 15 hrs/wk; Sept-May 2007-2008

List Additional Jobs

Additional descriptions, etc...

It is acceptable for a federal resume to go on to two pages or more

Include supervisor information and whether it is okay to contact