

## **FEDERAL RESUMES**

Federal resumes can include significantly more detail than your traditional law resume and often follow a specific format, which may vary by agency. Federal resumes can be more than 1 page and often are because of the information they include

### **Tips for Creating a Successful Federal Resume**

- Review the duties and qualifications sections found in each job vacancy announcement, identify the keywords in the description and include them in your resume
- Review the “knowledge, Skills, and Abilities” competencies and include these experiences in your resume
- Be sure to include your community service and volunteer work – either in the “Experience” section or in a “Community Service” section
- Describe your work and the results with numbers (time, money, quantity) whenever possible
- Include all information requested. If they ask for your salary and the contact information of your supervisor, then provide that. Do not leave it out because it is worded as a “request” and not a “requirement”
- Be clear and concise. Avoid acronyms

### **Resume Resources on USA Jobs**

<https://www.usajobs.gov/Help/faq/application/documents/resume/what-to-include/>

<https://www.usajobs.gov/Help/how-to/account/documents/resume/>

<https://www.usajobs.gov/Help/faq/application/documents/resume/what-to-leave-out/>

### **Sample Federal Resume**

The following resume includes a range of categories that may be expected for a government application. However, some agencies may not ask you to include all of the information below, simply follow the directions and the tips above. Remember to always follow the specific job vacancy instructions to see what is required when creating a federal resume.

## **JANE DOE**

500 Davis Street, Apt. 2D, Davis, CA 95616  
JDoe987654@ucdavis.edu  
(530) 555-5555

### **JOB INFORMATION**

Attorney, GS-0905-11

Department of Homeland Security  
U.S. Customs and Border Protection (CBP)  
Office of the Associate Chief Counsel

Vacancy Announcement No.: 10A – 97

### **PERSONAL INFORMATION**

Country of Citizenship: U.S.A.  
Veteran's Preference: N/A  
Highest Federal Civilian Grade held: N/A

### **EDUCATION**

**UC Davis School of Law**, Davis, CA

J.D. expected May 2016, GPA 3.38

Honors: Note Editor, *Public Interest Law Journal*, 2014-2015  
Academic Publications: Jane Doe, Note, *Fighting Climate Change in Domestic Courts*, 22 PUB. INT. L.J. 500 (2014)  
Activities: Public Interest Project, Vice President, Fall 2014  
Stone Moot Court Competition, Participant, Fall 2013  
*Pro Bono*: New Orleans Legal Services Spring Break Trip, Spring 2013

**University of Louisville**, Louisville, KY 40292

B.A. International Studies & Anthropology, May 2012, GPA 3.74

Honors: Dean's List, University of Louisville, 2009-2012  
Activities: Founder and President of University of Louisville Running Club, 2010-2012  
Study Abroad: St. Lawrence University Kenya Semester Program, Nairobi, Kenya  
August 2010 - December 2010, 12 Semester Credits Earned

# JANE DOE

## **EXPERIENCE**

### **Representative Amos Fox's Office**, State House, Room 165, Boston, MA 02133

Legal Intern

September 2014-January 2015

20 hours per week

Salary: N/A

Supervisor: Cynthia Katz, Chief of Staff

Tel.: (617) 722-7000

- Evaluated curriculum policy and funding mechanisms of Massachusetts's education system and proposed legislation filed in January 2015 to implement improvements.
- Analyzed proposed constitutional amendments in preparation for Constitutional Convention.

### **United States Attorney's Office**, 1 Courthouse Way, Suite 9200, Boston, MA 02210

Legal Intern, Economic Crimes Unit

June 2014 – August 2014

40 hours per week

Salary: \$4000 Public Interest Grant

Supervisor: Joe Doe, Assistant U.S. Attorney

Tel.: (617) 777-7777

- Drafted sentencing memoranda for the Court. Worked with Assistant U.S. Attorneys to formulate presentations for sentencing hearings.
- Prepared reply to motion for time extension on restitution order.
- Researched and wrote legal memoranda on insider trading, money laundering, and sentencing.

### **Oggles and Eagens, LLC**, 123 South Street, Suite 202, Boston, MA 02216

Summer Associate

June 2013 – August 2013

45 hours per week

Salary: \$3,000/week

Supervisor: Erik Swanson

Tel.: (617) 243-4321

- Independently drafted partnership agreement related to acquisition of low income housing project by syndicate of investors.
- Assisted partners of international law firm specializing in mergers and acquisitions and real estate finance by conducting due diligence review in preparation for closing.
- Performed extensive legal research and drafted memoranda on variety of complex substantive procedural matters.

### **The Consortium**, Phanat Nikhom Refugee Processing Center, P.O. Box 17, Cholburi, Thailand 20140

Teacher and Trainer

May 2012 - August 2012

40 hours per week

Salary: \$320/month

Supervisor: Karen Nalsap

Tel.: (202) 313-4245

- Taught Indochinese refugees English language, cultural orientation, and work skills in preparation for U.S. resettlement.
- Provided weekly curriculum reviews and training to teachers and teacher aides. Selected, trained, and managed 150 refugee workers in vocational training workshops.
- Developed and conducted English language-based cooking, guitar, arts and crafts, singing, and sport programs for students, ages 11-19, at the recreational facility.

## **JANE DOE**

### **PROFESSIONAL MEMBERSHIP**

Association for International Law, Student Division  
California Bar Association

### **LANGUAGE SKILLS**

Conversational Thai and Spanish

### **OTHER INTERESTS**

Painting and drawing portraits  
Running marathons