

Mastering the Federal Resume
By
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Closed Caption Notes for Video

>> Thanks, Mike. As Mike said, resumes are an important piece of your application process. The resume may be your only impression to a selecting official. A lot of times selecting officials don't choose to do the interview, which is an option for them. THAIM use your -- THAIM use -- they'll use your resume T answer -- the answers to your questionnaire and your reference checks. That's what they'll use to make their selection. So having the best impression of you is with your resume. One of the first things we tell you to do or we recommend you do is actually do your resume in a word processing system. You can use word, word perfect, whatever you feel comfortable with. Do it there. Make SHAUR sure it's accurate. Make it's -- make sure it says what you want it to say. Make sure that you've done spell check. Once that's done you can save it and then cut and paste it into USA jobs as one of the resumes that you're going to store. Another important aspect are the time frames. Mike talked about doing time frames where you do the number of years you've done it. For us, we're looking for that one year specialized experience we talked argument. -- talked about. We're looking for that to do the basic qualifications. In addition to saying you've done something for a number of years, when you get to your experience, put the dates you actually did it. Say October 2007 to October 2009, something LAR/similar to that. -- similar to that. If you have a job that does various tasks, when going back to your SPERNL LIEZ -- specialized experience, then put in the percentage of time you did something. Such as VUPer advise RI 25 -- supervisory 25 per credibility of -- percent of your time. Whatever it takes for that job, it gives you two years for a whole job we're going to compute it based on the percentage of time and the time of -- for that job. One of the things as you're going through you questionnaire is rate yourself as you've done earlier. You're going to rate yourself as this is a test I do -- task I do on a daily basis or you're expert in something. We're going to use your resume to verify that. We may ask you what jobs can be found. It's important you take the time in order to document that you are an expert when it was done in that particular job where we're looking for it. Supplemental information is one of the things that you're probably going to be doing, especially with this audience when looking at the schedule A's, which is the person with disabilityings and -- diseighties an our vetten -- disabilities an our resident vans. This is -- vet earns. This is a letter that is prepared by your physician, the VA. It's documenting that you do have a disability. It's your job. For the veterans, it's going to be standard document that you're going to need to verify your veterans performance an your time frame in the military. In you're 30 percent disabled you will will we quired to -- you will be required to document by the SS 15 and the letter verifying the percentage of time that you had the disability from the VA. One of the things in basic qualifications besides the experience is you can substitute education for experience. Generally in the federal government as the five and seven level of your administrative positions, a DA or BS degree will -- we can substitute education without any

experience, we can substitute that education for it. One of the things that Mike talked about is the GPA. The GPA can determine that difference between the five APP the -- and the seven. It will be important to put it on your resume. It's something we want to verify on your transcript also. Generally, the masters degree is going to get you a nine level. As long as it's comparable to the position. Also, generally a H -- PHD will qualify you for that with no other work earns PEERNS. -- experience. General Generally you will not see any substitution for education for experience. That's because we're only looking for that one year of specialized experience because no education is going to substitute. However, if it's a position with a positive education requirement, as an accountant, which we require -- which requires you to have 24 SE most hours, if you don't -- semester hours, or a medical officer, that's going to require you to have a medical degree, we're going to be looking for that in the basic qualifications, even at the 12 level to make sure you have those, in addition to the specialized experience. Volunteers experience is good, especially if it's related to the position to be filled. You're going to find out what the position duties are on your vacancy announcement and in the specialized section. If you do have volunteer experience that's comparable, make sure you annotate that in the volunteer section. If you -- if this is a leader job an were look ---ing and we're -- and we're looking for a leader, if you were a leader in an organization, put it there and talk about some of the experience you had when you were the leader, the things you accomplished. References are also good. We can also use them, a selecting official can use them as part of their tool box for for making the selection. Ma we're -- what we're looking for is worth ethics and more importantly we're going to look for somebody who can verify your work experience and verify your answers on your questions re-- questionnaires relate today you be -- relate today you -- related to you being an experts is true. We will contact you supervisor to verify that. We have a lot of specialized experienced and we have -- for various jobs. It's really important that your resume is Taylored to the specialized experience that we're LOOSHing for. -- looking for. Make sure, we emphasize, use a word processing system in order to develop your resume and cut and paste it in. Your resume is the first impression for a selecting official. Thank you and good luck.