



FEDERAL RESUME GUIDE

Instructions: Please read this guide before submitting your resume and be sure that you include all necessary information for each section. It is imperative that you provide a complete federal resume to be considered for a position with the FBI.

Summary Statement

Provide three to five brief statements highlighting your most important and relevant skills. This serves as a roadmap for the rest of your resume.

Professional Skills

List skills related to your education, those acquired throughout your career, and any personal skills that you would like to highlight.

Include, if applicable:

- Foreign language skills with the skill level (novice, intermediate, or advanced) in reading and/or writing
- Technological skills

Professional Work Experience

List your full-time, professional work history. Start with your most current and work backward. The following **MUST** be included:

- Position & title
- Name of organization and location (city/state)
- Start & end date (MM/YYYY)
- Salary (per hour/month/year)
- Hours per week, Full-time or part-time
- Supervisor (or HR rep who can verify employment)
 - name and phone number
- Brief description of duties and identify your major roles, responsibilities, and accomplishments

Other Work Experience

List any other work experience including part-time, internships, seasonal positions, and/or temporary employment.

Start with your most current and work backward. The following **MUST** be included:

- Position & title
- Name of organization and location (city/state)
- Start & end date (MM/YYYY)
- Salary (per hour/month/year)
- Part-time / internship / seasonal / temporary
- Supervisor (or HR rep who can verify employment)
 - name and phone number
- Brief description of duties and identify your major roles, responsibilities, and accomplishments

Education

Start with your highest-level degree and work backward. The following **MUST** be included:

- Type of degree and major
- College or university and city/state
- Date of graduation (month/year)
- GPA
- Honors or awards, if any

Certifications/Achievements

List any certification or licenses you currently hold. The following **MUST** be included:

- Name of the certification
- Organization that granted it and location (city/state)
- Date(s) the certification is in effect (month /year)

Training

List any formal training including accreditations. The following **MUST** be included:

- Name of the training and location (city/state)
- Name of the sponsored organization
- Start & end date (month/year)
- Number of hours

Volunteer Experience/ Community Service

List any volunteer work and/or community service that may showcase any additional skills that you have acquired apart from your professional career. Start with your most current and work backward.

The following **MUST** be included:

- Name of organization and location (city/state)
- Start & end date (MM/YYYY)
- Brief description of duties and identify your major roles, responsibilities, and accomplishments

****Military Applicants****

Please list your military service. The following **MUST** be included:

- Rank/Grade/Job Title
- Start and end date, or date of expected separation (month/year)

- Branch of military (Active or Reserve)
- Unit Address
- Salary (base salary with locality, minus allowances)
- Full-time or part-time, if Reserve.
- Supervisor/First Line Leader – name, title and phone number
- Veterans' Preference (see chart, next page)
- Brief description of your primary duties, identifying your responsibilities and accomplishment

Veterans Preference

Types of Preference	Description
None	Employee has no veterans' preference.
5-point	Employee has a 5-point veterans' preference.
10-point/disability	Employee has a 10-point veterans' preference due to disability.
10-point/compensable	Employee is entitled to a 10-point preference due to a compensable service-connected disability of less than 30%.
10-point other	Persons entitled to a 10-point preference in this category: (1) Both the spouse and mother of veterans occupationally disabled because of a service-connected disability, and (2) the widow/widower and mother of a deceased wartime veteran.
10-point/30% compensable	Veteran is entitled to 10-point preference due to a compensable service connected disability or 30% or more.
No Points/Sole Survivorship Preference (SSP)	Veteran is not entitled to preference.