

# 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

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## 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)
- 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

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)

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- 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)
- Brief description of your primary duties, identifying your responsibilities and accomplishments

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