

# Federal Resume for Government Jobs

Federal resumes have certain formats that include specific information, order, character counts, page length requirements and fields. Unlike a civilian resume, the federal resume can be 2-5 pages long due to the extent of information that these require. Create your USAJobs.gov account and build your federal resume with the resume builder to apply for jobs and internships posted on USAJobs.gov.

- Key word match with the announcement. Tailor the wording in your resume to reflect the exact language of skills, experiences, and duties used in the posting. This is key to obtain application points.
- Think broadly to demonstrate experience and skills mentioned in the announcement. Include any related experiences (unpaid, volunteer, club leadership, high school, college, summer internships) as long as they are relevant. For some opportunities, a year of courses can count for experience. List courses and credit hours if relevant.

- Use the **CCAR** model (below) to demonstrate accomplishments and results. Utilize brief paragraphs or bullet statements in the experience and additional information sections that include:

- **Context** (why important)
- **Challenge** (what obstacles/risks faced)
- **Action** you took (not the team's)
- **Result** (what your action improved, changed, impacted)

- Make it your goal to earn 100 rating points for each application package. Include all relevant information concisely. Divide the section into sub-categories (such as leadership, activities, honors, professional associations, service). Include activities, even from high school, that demonstrate you have the knowledge, skills, abilities, or experiences required.

- If you are required to complete a questionnaire, you MUST have very few "no" responses on the questionnaire to score enough points to be considered eligible.

Think outside of the box. For example:

- Have you ever owned your own business? If you mowed lawns for summer money, or ran a computer repair service for your neighbors you can respond "Yes."
- Have you scheduled people? If you scheduled children for swimming, music, or tutoring lessons you can respond "Yes".

**Detailed action - how it was accomplished moving in to result**

**Clarify full result**

- Make sure to **SAVE** the job posting. You cannot access it after the posting closes. Review your application before submitting. If any required question or documentation is missing, your application will not be considered.
- Questions about the posting? Contact the person, number, or email on the job posting often listed under "how to apply."

**Convey context, action taken, and the result**

**Clearly identify result of action**

**Example of CCAR**

**Luke Harzel**  
3333 Cherry Lane, Treeline, MI 88888 | lharzel@nd.edu 000.222.3333

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**Objective**

Obtain a summer internship position in the Cryptanalysis and Exploitation Services Summer Program or the Graduate Mathematics Program at the National Security Agency utilizing data science, data analysis and advanced mathematical skills before beginning a Masters of Science in Applied and Computational Mathematics and Statistics with a focus on predictive analytics.

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**Experience**

<p><b>Learning Resource Center</b> 219 Coleman-Morse Center Notre Dame, IN 46556 United States</p>	<p>09/2012-05/2014 Salary: ###.## USD Per Hour Hours per week: 4</p>
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**Peer Tutor**

- Exceptional academic performance coupled with strong oral and written communications skills led to employment as a peer tutor
- Tutored first year students struggling in calculus courses by reviewing and strengthening their understanding of class content leading to the students' successful completion of the course
- Deconstructed complex mathematic concepts for struggling students by breaking the concept down into simple and easy to replicate steps resulting in the enhancement of students' understanding of the concept and ability to complete assigned homework problems
- Conducted large group review sessions available to all students covering calculus course content by facilitating discussion between students on various content allowing the students to verbalize their understanding of concepts, learn from each other, and successfully increase students' confidence in their comprehension of content on the final exam

<p><b>South Bend Office of Innovation</b> 227 W Jefferson Blvd South Bend, IN 46601 United States</p>	<p>06/2013-08/2013 Salary: ###.## USD Per Hour Hours per week: 40</p>
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**Data Analyst Intern**

- Acquired and cleaned crime report and street light data using R resulting in the successful analysis of the relation between street lighting and crime in the city of South Bend.
- Analyzed crime report and street light data using neighborhood spatial requirements and statistical distribution of the data leading to a successful policy recommendation to the mayor's council on crime reduction methods
- Developed a procedure using numerical analysis for the measurement of police effect allowing the South Bend city government to correctly identify successful policies
- Created a tutorial for city employee ArcGIS users teaching proper implementation of the ArcGIS-R bridge resulting in the increase in statistical analysis tools through R further enhancing data analysis
- Developed a methodology using object oriented programming for analysis of peak times and locational hotspots of Computer Aided Dispatch [CAD] calls to the police department leading to decision making of when and where additional police force would prove helpful
- Exploited data structures using algorithms in a hands-on experience

**Olympia Dance Center**  
111 Jeffy St. SE  
Allerton, IL 00000 United States

09/2009-06/2012  
Salary: N/A USD Per Hour  
Hours per week: 2

**Assistant Dance Teacher**

- Identified struggling students and conveyed information in the learning style best suited for the student resulting in the student's successful mastery of the dance step
- Managed classes of 10 dancers aged 5-6 through structured lesson plans resulting in a unified presentation of learned skills in a dance recital

CCAR example

Detailed action into result

**Education**

**University of Notre Dame** Notre Dame, IN United States  
**Master of Science**, May 2016  
**Area of Study:** Applied Mathematics and Computational Statistics  
**Specialty:** Predictive Analytics  
**Relevant Coursework:** Applied Linear Models, Topics in Statistics

**University of Notre Dame** Notre Dame, IN United States  
**Bachelor of Science**, May 2015  
**GPA:** 3.714/4.0  
**Credits Earned:** 119 Semester hours  
**Major:** Applied Mathematics and Computational Statistics  
**Minor:** Asian Studies  
**Relevant Coursework:** Strong mathematical skills developed in upper-level mathematics courses including Applied Linear Models, Numerical Analysis, Time Series Analysis, Statistical Methods in Data Mining and Prediction, Scientific Computing, Statistical Methods and Data Analysis, Mathematical and Computational Modeling, Mathematical Statistics, Numerical Analysis

Detailed action

Acceptable to repeat language clearly pointing to the result

**Languages**

French: Spoken: Intermediate	Written: Beginner	Reading: Intermediate
Spanish: Spoken: Intermediate	Written: Beginner	Reading: Beginner
Korean: Spoken: Beginner	Written: Beginner	Reading: Beginner

**Additional Skills**

**Programming and Software:** Microsoft Word, Excel and Power Point, R, MATLAB, C++, ArcGIS

**Relevant Projects:**

- Data Analysis-The Statistical Analysis of Gender Bias in Films**
- Analyzed the relationship between the Bechtel test scores for films and profit through the utilization of statistical analysis tools in R, resulting in a thorough understanding of computer based statistical analysis and understanding of variables contributing to the gender biasness of a film

**Programming-Tetris**

- Demonstrated experience in utilizing user defined types, for and while loops in C++ to create a compliable and playable Tetris like computer game resulting in an interactive demonstration of a mastery of C++ code programming skills

**International Study:**

**Yonsei University Summer Special Program, Seoul, South Korea (Summer 2014)**

- Lived and attended school in Seoul, South Korea
- Academic studies focused on Korean language

**Yonsei University Exchange Program, Seoul, South Korea (Fall 2014)**

- Lived and attended fall semester of junior collegiate year in Seoul, South Korea
- Academic studies focused on Korean history, Korean media, Korea philosophy and Korean language

**Civic Leadership:**

**Vice President and Member, University of Notre Dame Juggling Club, 2012-2015**

- Recruited new members through the collection of emails at the club fair resulting in the growth of attendance and representation in the club
- Taught new members the skills necessary to juggle balls as well as other juggling items through step by step explanations and encouragement resulting in all members being able to juggle

**Treasurer and Member, University of Notre Dame Swing Club, 2012-2015**

- Budgeted for special events and workshops through the collection of club dues and fundraisers resulting in occasional workshops and the weekend exchange with other university swing clubs
- Documented current dues paying club members for the continued running of the club under university policy

**Big Brother Little Brother Commissioner, Sorin Hall, 2013-2014**

- Organized events between upper and lower classmen in the dorm successfully facilitating positive relations within the dorm and providing additional support for first year student's in their adjustment to college life

**Interests:**

Tutoring, Foreign Languages, Traveling, Dancing, Music

**References**

Name: Dr. Doug Stiller  
Employer: University of Notre Dame, Applied Mathematics and Computational Statistics  
Title: Tenured Professor  
Phone: 574-631-4444  
Email: dstiller@nd.edu  
Reference Type: Academic

Name: Marvin Sturdy  
Employer: South Bend Office of Innovation  
Title: Director  
Phone: 574-255-7293  
Email: sturdym@sb.org  
Reference Type: Professional

Name: Dr. Jouyun Lee  
Employer: Yonsei University  
Title: Professor of Korean History  
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Reference Type: Academic

Action, Context, Result