



CREATE A FEDERAL JOB RESUME IN USAJOBS

Why invest your time and effort creating a Federal resume?

Federal resumes differ from private sector resumes. Federal resumes require detailed information about your specific work experience and other job-related information. Because Federal human resources (HR) professionals operate under various Federal employment laws, rules and regulations, they cannot infer from your previous Navy Ratings or job titles your applicable experience. It is up to you to describe your past work experience and detail how you qualify for the jobs to which you apply.

The USAJOBS resume builder (available after you create a USAJOBS account at www.USAJOBS.gov) will prompt you to enter all the necessary information to create a Federal resume. There are resources available in the “Transitioning Service Member Employment Checklist” that will provide you with further assistance. This is especially important when writing detailed descriptions of your work experience - both paid and unpaid.

Some great resources include:

- Fleet and Family Service Centers (FFSC) – FFSC staff can assist with Federal resume writing, resume review and tips.
- Shipmate to Workmate (SM2WM) – Employment counselors who will mentor Sailors on the civilian hiring process. These consultants may be reached at NSSC_SM2WM@navy.mil.
- Online training sessions offered by TurboTAP at <http://www.turbotap.org/register.tpp>. This site offers various resume writing sessions, including those focused on decoding your military skills for civilian employers.
- Resume writing tips are offered at <http://www.public.navy.mil/donhr/Employment/CivJobOpps/Pages/AllAboutYou.aspx>.