

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