



Resumes: Helpful Tips



- **This is potentially your first impression - make sure it is a good one!**
 - No errors, typos, or formatting issues
 - Name on each page (use headers/footers!)
 - Should be easy to read and follow
- **Cover all areas clearly**
 - Clear & current contact info (include work and personal)
 - Security clearance info (include investigation type/date and highest held)
 - Professional Certifications and/or Organizations (relevant)
 - Specialized/Leadership Training & Professional Military Education
 - Do not list every course you have taken!
 - Experience
 - Awards
- **Pay attention to the job announcements**
 - Tailor your resume to highlight relevant experience
 - Resume should show achievements – not position description
- **Resume length**
 - General rule - one to three pages
 - USAJobs - average length is four to five pages



Common Mistakes & Helpful Resources

- **Dates not clearly listed w/at least month and yr. for each experience**
- **Not indicating supervisory experience – make it clear**
 - First-level, Second-level, # of personnel, civilians, military...
- **Not properly adding location and organization**
 - Points for geographic & organizational mobility (Base/Wing, MAJCOM, Center, HAF)
- **Not adding title / grade**
 - If military – put the military rank
 - Include Occupational Series and/or AFSC
- **References – if you have them, make sure contact info is current!**

Helpful Resources:

- What Should I Include In My Federal Resume: [USAJobs Help Center](#)
- Tips For Writing a Federal Resume: [Dept of Labor Resume Tips](#)
- Writing An Effective Resume: [Resume Writing Guide](#)
- **Federal Resume Guide (includes examples): [Federal Resume Guide](#)**



CY23 Mentoring Moments Events



18 Jan 2023	1100-1230 EST	Mentoring Moments: Let's Get Ready for Civilian Development Education
12 Apr 2023	1100-1230 EST	Mentoring Moments: Ready, Aim, Apply for SES
19 Jul 2023	1100-1230 EST	Mentoring Moments: How to Be a Good Mentor and Mentee
18 Oct 2023	1100-1230 EST	Mentoring Moments: Cultivating Servant Leadership Skills