

Federal Resume Checklist

10 things USAJOBS and HR check before you ever get an interview

Format

- ☐ **2 pages max.** USAJOBS now blocks longer resumes. Cut old or unrelated jobs first.
- ☐ **Month and year** start and end dates for every job.
- ☐ **Hours per week** for every job. Part-time experience is counted by hours, so this matters.
- ☐ **Job title, employer, city and state** for each role. Add pay or grade (GS level) where you have it.
- ☐ Citizenship and any veterans' preference stated clearly.

Content

- ☐ **Mirror the "Specialized Experience" section.** HR scores you against it, so use the same words where they're true for you.
- ☐ Cover **every duty in the announcement** somewhere in your bullets.
- ☐ Use **numbers**: people served, budget size, team size, time or money saved.
- ☐ Include **volunteer work and internships**. They count as experience for qualifying.
- ☐ **No federal-only jargon** without explaining it. Spell out acronyms once.

Essay questions: Many announcements now include 4 short Merit Hiring essays. You must write those yourself; applicants certify no one else (including AI) wrote them.

Want someone to check yours or write it for you? **Carson Resume Co.** writes 2-page USAJOBS resumes matched to your announcement, and federal-to-private resumes for people leaving government.

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