

FEDERAL RESUMES

Federal resumes can include significantly more detail than your traditional law resume and often follow a specific format, which may vary by agency.

Tips for Creating a Successful Resume

- Review the duties and qualifications sections found in each job vacancy announcement, identify the keywords in the description, and include them in your resume;
- Review the “Knowledge, Skills, and Abilities” competencies and include these experiences in your resume;
- Be sure to include your community service and volunteer work (for instance, in the “Experience” section or in a “Community Service” section);
- Describe your work and the results of your work with numbers (time, money, quantity) whenever possible; and
- Include all information requested. If they ask for your salary and the contact information of your supervisor, then provide that. Do not leave it out because it is worded as a “request” and not a “requirement.”

REMEMBER: Be clear and concise. Avoid acronyms.

Resume Resources on USAJobs

https://help.usajobs.gov/index.php/Most_Effective_Resumes

<https://www.usajobs.gov/Content/pdfs/Tutorials-Resume.pdf>

Sample Federal Resume

The following resume includes a range of categories that may be expected for a government application. However, some agencies may not require you to include all of the information provided and in those cases you would simply follow the above “tips” and add detail to your standard resume. Just always remember to follow the specific job vacancy instructions to see what is required when creating a federal resume.

JANE DOE

500 Harvard Street, Apt. 2D, Brookline, MA 02446
JDoe987654@bu.edu
(617) 987-6543

JOB INFORMATION

Attorney, GS-0905-11

Department of Homeland Security
U.S. Customs and Border Protection (CBP)
Office of the Associate Chief Counsel

Vacancy Announcement No.: 10A – 97

PERSONAL INFORMATION

Social Security Number: 111-11-1111
Country of Citizenship: U.S.A.
Veteran's Preference: N/A
Highest Federal Civilian Grade held: N/A

EDUCATION

Boston University School of Law, Boston, MA 02115

J.D. expected May 2016, GPA 3.38*

Honors: Note Editor, *Public Interest Law Journal*, 2014-2015
Academic Publications: Jane Doe, Note, *Fighting Climate Change in Domestic Courts*, 22 PUB. INT. L.J. 500 (2014)
Activities: Public Interest Project, Vice President, Fall 2014
Stone Moot Court Competition, Participant, Fall 2013
Pro Bono: New Orleans Legal Services Spring Break Trip, Spring 2013

University of Louisville, Louisville, KY 40292

B.A. International Studies & Anthropology, May 2012, GPA 3.74

Honors: Dean's List, University of Louisville, 2009-2012
Activities: Founder and President of University of Louisville Running Club, 2010-2012
Study Abroad: St. Lawrence University Kenya Semester Program, Nairobi, Kenya
August 2010 - December 2010, 12 Semester Credits Earned

* If job requires listing the GPA scale, remember that BU Law's GPAs are out of 4.3 (e.g., 3.41/4.3)

JANE DOE

EXPERIENCE

Representative Amos Fox's Office, State House, Room 165, Boston, MA 02133

Legal Intern	September 2014-January 2015
20 hours per week	Salary: N/A
Supervisor: Cynthia Katz, Chief of Staff	Tel.: (617) 722-7000

Evaluated curriculum policy and funding mechanisms of Massachusetts's education system and proposed legislation filed in January 2015 to implement improvements. Analyzed proposed constitutional amendments in preparation for Constitutional Convention.

United States Attorney's Office, 1 Courthouse Way, Suite 9200, Boston, MA 02210

Legal Intern, Economic Crimes Unit	June 2014 – August 2014
40 hours per week	Salary: \$4000 Public Interest Grant
Supervisor: Joe Doe, Assistant U.S. Attorney	Tel.: (617) 777-7777

Drafted sentencing memoranda for the Court. Worked with Assistant U.S. Attorneys to formulate presentations for sentencing hearings. Prepared reply to motion for time extension on restitution order. Researched and wrote legal memoranda on insider trading, money laundering, and sentencing.

Oggles and Eagens, LLC, 123 South Street, Suite 202, Boston, MA 02216

Summer Associate	June 2013 – August 2013
45 hours per week	Salary: \$3,000/week
Supervisor: Erik Swanson	Tel.: (617) 243-4321

Independently drafted partnership agreement related to acquisition of low income housing project by syndicate of investors. Assisted partners of international law firm specializing in mergers and acquisitions and real estate finance by conducting due diligence review in preparation for closing. Performed extensive legal research and drafted memoranda on variety of complex substantive procedural matters.

The Consortium, Phanat Nikhom Refugee Processing Center, P.O. Box 17, Chonburi, Thailand 20140

Teacher and Trainer	May 2012 - August 2012
40 hours per week	Salary: \$320/month
Supervisor: Karen Nalsap	Tel.: (202) 313-4245

Taught Indochinese refugees English language, cultural orientation, and work skills in preparation for U.S. resettlement. Provided weekly curriculum reviews and training to teachers and teacher aides. Selected, trained, and managed 150 refugee workers in vocational training workshops. Developed and conducted English language-based cooking, guitar, arts and crafts, singing, and sport programs for students, ages 11-19, at the recreational facility.

JANE DOE

PROFESSIONAL MEMBERSHIP

Association for International Law, Student Division
Boston Bar Association

LANGUAGE SKILLS

Conversational Thai and Spanish

OTHER INTERESTS

Painting and drawing portraits
Running marathons