

Military & Family Readiness Center
JB Charleston, SC
(843) 963-4406

FEDERAL RESUME OUTLINE FORMAT



Jan 2025

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(for double-sided printing)

Introduction

Writing a federal resume can feel like a daunting task – for starters, you’re not familiar with content, format, terminology, or ‘which information goes where for which job’. Secondly, knowing which documents will provide you with the needed information and how to make those documents work for you is also a mystery. And, of course, we don’t want to forget the feel of that magic moment when you finally put pen to paper, are waiting for your masterpiece and nothing comes out!!!

This material is provided to make federal resume writing easy. It is not intended to be all inclusive or address the particulars of individual federal agencies and their respective submission processes. However, it will provide you with over 95% of the information you will need to apply for any federal vacancy announcement – any federal agency. In addition, we have included ‘tips’ to make the process easier while producing a quality product.

Getting Started

1. You will need copies of the following documents:
 - a. Performance appraisals (all of them);
 - b. Verification of Military Experience and Training (VMET); and
 - c. Awards and Decorations (located on virtual (vMPF) or your DD 214;
 - d. College transcripts (unofficial) and diploma if received.
2. Review your performance appraisals:
 - a. Place them in chronological order, starting with the most recent (working your way back);
 - b. Maintaining chronological order; group your appraisals by job title; and
 - c. Highlight each significant contribution/accomplishment that you feel demonstrates your ability/expertise. (You’re selling yourself – what have you done that makes you qualified?)
3. You will prepare a word document in Times New Roman, 11 or 12 point font. If you submit a ‘hard copy’ resume, use only black ink on 8.5”x11” white bond paper printed on one side.
4. You will not use bold, italics, script, underlining, or shadows. No vertical or horizontal lines, graphics, pictures, borders, two-column formats, or in all capital letters except where indicated.
5. You’re ready to start!

(The following sample is not in 12 pt font due to the size of the document.)

(Items that should be written/included are underlined for your information, e.g., the word “Name” is not included so it is not underlined. Do NOT include the UNDERLINE – it is just for you to know what to use when setting up each line.)

Name: First MI. Last Name

Social Security Number (with dashes XXX-XX-XXXX) ONLY if announcement asked for SS#

Street address/PO Box

City, State, Zip Code

Home Phone number:

Work Phone number:

Cell number:

Email address: (recommend personal email; do not underline; black color)

SUMMARY OF SKILLS:

1. Highlight this heading in red; you will **complete this section last**.
2. List skills you have – this is not a narrative, and in addition to job specific skills you might want to include areas such as policy administration, regulatory compliance, training and staff development, customer service, etc. (You will have a more complete picture/recollection of all the experience you’ve had after reviewing your work history/accomplishments.) ***Hint: If a vacancy announcement identifies specific skills and you’ve had corresponding experience, you would list it (as described in the announcement) here!***

EXPERIENCE:

Enter the following information beginning with your most recent employment.

Start and End Dates (month and 4-digit year – MM/YYYY – MM/YYYY or Present)

Hours per week

Position Title, Pay Plan, Series and Grade (If Federal civil service position, otherwise, **show military rank after the position title, if applicable**)

Organization name (agency or company) and complete mailing address

1. List organization and duty location listed on most recent appraisal in that specific group (of job titles)

Supervisor’s name and contact number

1. List name, rank, and phone number of rater for most recent appraisal in that specific group.

(LEAVE ONE BLANK LINE)

Provide a description of your work experience.

1. List key duties, tasks, and responsibilities as listed on your performance report(s). If there are several appraisals and there is some difference in descriptions, incorporate all information into this section.
2. Record significant accomplishments from rater/senior rater bullets that highlight your accomplishments from each appraisal.
3. Repeat the process for each employment section.
4. **Remember: With few exceptions, you will qualify for positions based on your experience – if it’s not listed, you don’t get credit. (If retiring, you will likely have at least 3½ pages of work experience.) Don’t assume that someone will know anything about your past jobs/qualifications.**

FORMAL EDUCATION:

List all degrees earned – starting with highest/most recent degree awarded.

1. List degree, area of study, name of school, college, or university, city, state, GPA (if over 3.25) and year awarded.
2. If your highest level of education is high school, list either High School Diploma, GED, or highest grade completed, the year you graduated or were awarded your GED, name of the school, city. State.

EDUCATIONAL COURSEWORK:

If required, list appropriate academic field and all courses you have taken which appear to satisfy the qualification requirements of positions for which you are applying.

1. If close to completing a degree, may list course titles of classes you have taken, class title of courses taken in your minor, special areas of study, etc.

(Approximately 90% of the time, this section does not apply and will not be listed on your resume.)

SPECIALIZED TRAINING:

List any training courses you have completed to include course title, length of course, month and four-digit year of completion (MM/YYYY).

1. VMET/DD214 will list training; certificates of completion will be supplement.
2. Any class you've taken can be listed – simply follow the format.

LICENSES/CERTIFICATES:

List professional licenses or certificates; include the state if applicable.

AWARDS:

List any honors, awards, and special accomplishments.

Print a copy of Awards & Decorations page from vMPF or record information listed on DD214.

1. List in chronological order (starting with the most recent), list name of award, additional devices – if any, month and four-digit year last device was awarded.

OTHER INFORMATION:

List other relevant information, i.e., professional memberships, professional publications, language proficiencies, leadership activities, public speaking, etc.

1. List your Security Clearance on the first line.

You're finished!!!
A short example follows.....

Samuel J. Spade
2503 Clements Bridge Rd.
Jacksonville, FL 32250
Home: (595) 777-0000
SJSpade@yahoo.com
SSN: xxx-xx-xxxx ONLY if announcement is asks for SS# to be added to resume
Veterans Preference: 5 points
Citizenship: U.S.

EMPLOYMENT HISTORY

05/2007-present, 40+ hours per week, **SUPPLY QUALITY ASSURANCE FIRST LINE SUPERVISOR**, TSgt, E-6, JB Charleston, SC 29404. Supervisor: Capt Jeff Clark, 333-555-4444.
Permission to contact: _____

ANALYZED AND ADMINISTERED SUPPLY OPERATIONS to meet changing customer requirements; hand-picked to fill Lead Chief role in Quality Assurance Department and direct day-to-day operations during 9.5 month Western Pacific development. Demonstrated expertise in analyzing the systems for procurement, automatic data processing, warehouse management, distribution, and quality assurance. Managed and prepared for major supply management inspection. Supervised 6 quality assurance auditors and analyzed 14 supply divisions and their working relationship with supply and maintenance management tools, i.e., Relational Supply (RSUPPLY), Integrated Barcode System (IBS) and Naval Aviation Logistics Command Information Systems (NALCOMIS). Gave presentations and briefings on the new supply systems.

IMPROVED CUSTOMER SERVICES AND SUPPLY SYSTEM MANAGEMENT:
Directed and trained 71 supply personnel. Trained in customer services supply policies and procedures. Interpreted and implemented policies and directives for requisition processing; weapon system and acquisition management; weapon systems life-cycle management; project management; and budget estimate and execution. Reviewed and improved marketing of supply services to customers.

RESEARCHED AND ANALYZED SUPPLY ITEM SPECIFICATIONS: To improve inventory management, conducted supply operations audits to determine application of improved methods. Collected, reviewed, and collated supply metric reports from 14 managers. Tracked and maintained complex spreadsheets for financial reports, inventory, and location audit process.

KEY ACCOMPLISHMENTS:

+ Developed first supply management inspection checklist for all 17 functional areas of supply. Included 570 spot checks, ensuring all areas of supply procedures, policy, and methods were audited monthly. Checklist was issued as a handbook, to assure that SOPs were part of the daily practice, and served as a model for all logistics squadrons in AMC.

Note that all job titles are all cap. Do NOT use the font or bold – this is just for illustration.

You will add this to the first few jobs (if you are giving that permission). This is your call.

Here is where you will highlight major duties – which in many cases will be “keywords” that a reviewer might be looking for. They will be ALL CAPS. Do NOT use the font or bold the words – this is just for illustration.

Key accomplishments are usually gathered from your EPR/OPRs. If the rater did a good job, you’ll have “measurable” bullets to put in here. They can be transferred to your private sector resume within limits since it is much shorter than your federal.

+ Planned and coordinated 22 replenishments in support in support of Operation Iraqi Freedom. Determined distribution and positioning of 7,447 pallets. Loaded, unloaded, and delivered supplies among 41 using activities.

03/2005-05/2007, 40+ hours per week, AVIATION SUPPORT DIVISION LEADER, SSgt, E-5, Moody AFB, GA 31699. Supervisor: ADD NAME, 333-555-4444. Permission to contact.

Directed day-to-day aviation supply operations while deployed to the Western Pacific and Arabian Gulf supporting 75 tactical aircraft during Operation Enduring Freedom. Supervised diverse staff of 83 supply technicians; led 4 supply support sections and 11 warehouses.

INVENTORY MANAGEMENT: Administered warehouse-managing systems, entering physical counts through IBS. Oversaw stock maintenance at prescribed levels for 7,346 line items worth \$450 million. Selected and structured three 10-person inventory and inspection teams. Maintained records and control over material in stock and due-in; planned distribution system on quantitative and monetary basis.

Searched Federal Logistics (FEDLOG). Utilized military standard requisitioning procedures to process and issue 61,386 documents and processed 28,248 receipt documents worth \$163 million in aviation repairables.

INVENTORY DISCREPANCIES: Conducted daily inventory analysis by reconciling 4,400 line items worth \$250 million. Performed monthly reconciliation on NALCOMIS reports; analyzed mismatch and corrected errors. Reconciled inventory discrepancies from \$1.8 million to \$71,000. Achieved 100% inventory rate and “outstanding” grade during 11/2002 Supply Management Inspection.

ANALYSIS: Recommended system and program changes to improve timelines. Reviewed and analyzed operational reports, plans, work schedule, and planned requirements; determined and advised on compatibility of planned support program. Conducted special supply and demand studies, advised on procedures to be followed, reviewed financial data to determine reprogramming requirements. Maintained, adjusted, and established requisitions objectives, retention levels, maintenance, and proper disposition of serviceable and unserviceable assets. Used variety of auditing, reconciliation, and Military Standard Requisitioning and Issue Procedures (MILSTRIP).

PRODUCT MOVEMENT: Controlled distribution and redistribution of stock. Orchestrated transfer and delivery of 246 excess line items worth \$18 million to deployed units. Reduced re-distributable assets within agency goal of 3%.

KEY ACCOMPLISHMENTS:

+ Led division in arduous wartime OPTEMPO during Operation Enduring Freedom, 180 days deployed. Tracked 18,700 depot level repairables through the repair cycle. Achieved highest accountability levels seen. Led Parachute drop delivery teams for 3,000 pallets with no loss.

+ Ensured Rotatable Pool (R-POOL), Local Repair Cycle Assets (LRCA) stock and proved team was ready for deployment 9 months ahead of schedule. Achieved 100% range and accommodation factor of 75%, well above Commander’s goals.

Note how the item is measured by a percentage of achievement & accommodation factor & further emphasizes “well above Commander’s goals”. If this individual needed to show where this came from...he would just show a copy of his EPR.

02/2003-03/2005, 40+ hours per week, LOGISTICS AND MATERIAL CONTROL FIRST LINE SUPERVISOR, ADD RANK, E-?, Helicopter Combat Support Squadron-FIVE (HC-5), Guam 96915. Supervisor: Maj Frank Smith, 677-999-9999.

Provided logistics support and material control in support of the U.S. Naval Forces Central Command.

PERSONNEL MANAGEMENT: Managed 47 personnel in support of 13 CH-46 aircraft and 6 organizations deployed throughout Asia.

SUPPLY SYSTEMS MANAGEMENT: Integrated logistical requirements into comprehensive plan for management techniques, supply procedures, automated data processing equipment, and control. Conducted analytical studies for quantitative and budgetary forecast, procurement authorization, funds management, and distribution or redistribution of materiel. Managed logistical plan from initial planning to acquisition, storage, issue, and disposal. Managed 16,000 line items valued at \$26 million.

REQUIREMENTS ANALYSIS: Tracked critical aviation requirements and developed long and short-range material plans. Used Inventory Management and Reporting System (IMARS) to determine Total Asset Visibility (TAV) for deployed detachments. Prepared, delivered, and issued material to shops and work centers. Kept local stock records and reordered low stock as appropriate. Prepared material and procurement directives and made recommendations and authorizations.

FUNDS MANAGEMENT: Determined funds, quantities, and categories. Scheduled, analyzed, and forecast material requirement. Managed \$900,000 budget.

MATERIAL DISTRIBUTION/MANAGEMENT: Planned distribution and positioned supplies among major supply stations, stock points, and using activities. Researched, coordinated, procured, validated, received, and distributed nearly 71,300 requisitions for parts. Maintained ready-for-use tools and controlled issuance of calibration equipment. Maintained 100% accountability of Individual Material Readiness List (IMRL) items.

SENIOR SECTION LEADER: Managed oversight of 250 personnel on four duty rosters. Responded to physical security needs, typhoon preparations, and 24-hour search and rescue operations for Guam and the Northern Marianas.

02/1999-02/2003, 40+ hours per week, INSTRUCTOR TRAINER, ADD RANK, E-?, Aviation Specialized Operational Training Group, Jacksonville, FL 32212, Supervisor: Capt Joe Frank.

INSTRUCTOR: Assigned to Aviation Maintenance Administration and Management Training (AMAMT) Division, instructing aviation supply courses for 200 students annually. CURRICULUM DEVELOPMENT: Directed and reviewed implementation of Air Force Instruction (AFI). Rewrote over 20 courses of instruction and respective classroom support materials.

TRAINER DEVELOPMENT: Trained, evaluated, and mentored newly assigned instructors in technical skill sets, supply policy and procedures.

EDUCATION

M.A. in Professional Counseling, Liberty University, Lynchburg, VA, 2000
B.S. in Child Development, East Carolina University, Greenville, NC, 1975

PROFESSIONAL TRAINING

Airman Leadership Academy, JB Charleston, SC, 2009
Supply Technician Course, Ft Leonard Wood, MO, 2000

AWARDS, HONORS, AND RECOGNITIONS

Distinguished Service Award
Iraqi Service Medal
Air Force Service Medal (2)

OTHER INFORMATION

SUMMARY: In-depth, demonstrated knowledge of supply operations, methods, and systems with 22 years of experience. Proven ability to manage and direct critical supply programs, including property management, accounting and acquisition, equipment utilization and repair, and all logistics. Skilled in improving inventory tracking and record-keeping and resolving discrepancies. Known ability to analyze supply readiness and monitor trends in supply system performance. Specialized experience in management of aviation supply, medicine, food, and other perishables.

This Summary section is optional. The information here should be information that doesn't fit in any other area of the resume. If this section doesn't pertain to you, then skip

Accomplished leader, able to take charge and direct staff in stressful situations while maintaining composure. Effective communicator, skilled in working effectively with individuals of all organizational levels in courteous, tactful manner. Ability to analyze, learn, and implement complex rules and regulations and make prompt decisions.

COMPUTER PROFICIENCIES: MS Office: Outlook, PowerPoint, Excel, Word, Access; Windows

YOU'RE FINISHED!!!

Next Step – determine which positions you are eligible to apply for...