

Differences between Corporate and Federal Resumes
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The resumes used to apply for United States Federal jobs are different than those in the civilian (corporate) workplace. Some of the differences are outlined below.

1. **Formats:** Federal resumes have specific formats which differ depending on the announcement. These include specific information, order, character counts, page length requirements and fields. Sometimes there are online formats, which can be confusing, complicated, time consuming and difficult to comply with, due to space limitations and the number of fields which must be filled in.
2. **Required information:** Federal resumes require specific information such as social security numbers (only if asked for); job start and end month and sometimes day; employer addresses; salary information; supervisor names and phone numbers; college GPA and graduation dates; high school education; all training, including course name, date and number of hours; and other information typically not included in corporate resumes. If this information is not included, an application may be rejected.
3. **Length:** Federal resumes (3-15 pages) are typically much longer than corporate resumes (1-2 pages in general). They require detailed descriptions of duties: repeated for each job you did them in. They also must specifically spell out how the client meets all requirements and has done most of the duties for the job they are applying for or the application will be rejected. The resume must address all Knowledge, Skills, and Abilities stated in the job announcement with examples. In addition, if you answer you have done something in the questionnaire (see below), you must document this in the resume. Like corporate resumes, Federal resumes must detail accomplishments.
4. **Additional documentation:** Some Federal announcements require additional essay questions. These questions are 1-2 page statements specifying specific examples from an applicant's experience related to the job announcement. There may be several of these statements per application. Federal resume applications will often ask applicants to send, fax or upload additional information, including transcripts, evaluations, personnel information forms, demographic information forms and military service forms.
5. **Additional questions:** Many Federal announcements have additional multiple choice questions for applicants to apply for jobs. If an applicant cannot answer in the affirmative to ALL of the questions with experience, it is not likely for an applicant to be selected for the job. In addition, you must detail the experience in your resume with examples.
6. **Who can apply:** Many Federal announcements can only be applied for if a person has the right status: such as a current Federal employee or a Veteran. If you are not the right status, even if you are qualified, your application will not be considered. Most Federal announcements require an applicant to be a United States citizen
7. **How to apply:** Federal resumes specify in their announcements how to apply for each job: and an applicant must follow the directions exactly. If an applicant does not apply by the required closing date, the application will generally be rejected.
8. **Must meet all requirements:** If an applicant does not meet all requirements the announcement states is required for a job, by LAW the applicant will not get the position. The resume must specify how you meet all the requirements.
9. **Veterans Preference:** If an applicant is a Veteran, an applicant may get preference depending on an applicant's service and disability status ahead of non-Veterans. (see below)
10. **Selection:** Typically applications are scored based on the submission, if you meet the requirements. Currently, instead of adding points, Veterans are selected ahead of non-Veterans based on category, for most announcements. Applicants may be rated by the following: Best Qualified (generally a score of 90 or over), Highly Qualified (generally a score of 80 to 90), Qualified (generally a score of 70 to 80) or Not Qualified. In general (but not in all cases), Disabled Veterans, if just qualified, are placed in the Best Qualified category for some announcements (but not all). Disabled Veterans (first) / Veterans (not disabled) who are Best Qualified are generally considered ahead of non-Veteran Best Qualified candidates.