



# Bureau of Indian Affairs – Recent Grad Federal Resume Guide

This following is a guide for students and recent grads for crafting a federal resume. A federal resume is different from a standard (corporate) resume because more specific information is needed to demonstrate you are eligible (qualify) and is used by Human Resources and Selecting Officials to evaluate your application. Your resume is also used to determine what pay level you qualify for if you are offered a position/internship with the Bureau of Indian Affairs. Due to the amount of information we request, the government standard resume is expected to be at least two-to-five pages.

To write your federal resume, the Bureau of Indian Affairs **strongly** suggests using the Resume Builder available on [USAJOBS.gov](http://USAJOBS.gov). It will guide you through the resume writing process, and ensure you do not leave out important pieces of your application.

The information listed is **Required** on a federal resume, unless identified otherwise as “Recommended” or Optional”. Make sure to read the announcement carefully.

## WHAT TO INCLUDE IN FEDERAL RESUME:

### SECTION ONE

#### 1. *Personal Information*

- Full name (extra-large font)
- Mailing address
- RELIABLE phone number with area code (preferably 2 numbers –cell and evening phone)
- RELIABLE email address
- Country of Citizenship:
- Veterans’ Preference: (yes/no) (Recommended)
  - If yes, applicants must submit a copy of their DD-214 for verification of eligibility
- Indian Preference: (yes/no) (Recommended)
  - If yes, applicants must submit a copy of their Verification for Indian Preference & Employment Form (BIA Form 4432)
- Highest grade held and timeframe
- Availability: Job type: Permanent, Temporary, or Recent Graduates and Work Schedule: Full-time or Part-time
- Desired Location(s): Locations interested in working.

<b>Jordan W. Phoenix</b>	
1234 Connecticut St, Denver, CO 80110	
Cell: (444) 555-4321   Evening: (444) 555-1234   jwphoenix001@email.com	
Country of Citizenship: United States	
Veteran’s Preference: No	
Indian Preference: Yes	
Highest Grade Held:	GS-04, 06/20XX-08/20XX
Availability:	Permanent, Full-time
Desired Locations:	Portland, OR / Metro Denver, CO / Metro

### SECTION TWO

#### 2. *Objective (Recommended)*

To be effective, your objective— like all other résumé features— should brandish what you offer rather than what you want from your target job.

- Brief statement
- Job title applying for, Series and all Grade Levels you will Accept.
- Vacancy Number

## SECTION THREE

### 3. Education.

Normally work experience would come before education on a resume. However, if you're a current student or a recent grad, your degree(s) will relate more to your target job, unless you have work experience that is directly related to the job you are applying for.

- College or University with city and state, Country. Most current first.
  - Ensure that the formal name of the university appears on the resume just as it would appear on your diploma. Do NOT abbreviate the name of your college or university.
  - Example: University of Wisconsin-Madison, Madison, WI, US
- Degree Major (Optional)
  - Double Degrees. If your two degrees came from the same school in the university, you do not need to list the school twice. If the two degrees came from different schools in the university, then you should list both schools.
  - Example: Forestry with a Forest Management Concentration
- Minor (Optional)
- Graduation date or expected graduation date (Required)
- Credits Earned (Recommended)
  - Semester Hours.
  - OPM: One (1) year of education is defined as two semesters (30 semester hours or 45 quarter hours).
  - Must provide copy of official college transcripts for documentation
- GPA (Optional)
- Coursework, (Optional)
- Relevant course-related accomplishments, special academic awards, licenses & certificates (Recommended). Consider these:
  - ✓ Dean's List, Perfect attendance, Honor roll
  - ✓ Time-intensive or complex class or course projects
  - ✓ Speeches, individual presentations, or productions
  - ✓ Research papers or studies
  - ✓ Group work, group presentations, or other collaborative learning
  - ✓ Extensive reviews of any books, articles, or online sources

## SECTION FOUR

### 4. Work Experience (Duties, Accomplishments and Related Skills)

You should include a minimum of 10 years of experience, which may require you to complete several Work Experience sections, depending on how many jobs you have held in the last 10 years. **List most current first.**

- Business, Company, or Agency
- Address, City, State
- Starting and ending dates (month and year, ex. Jan. 2007 – Aug. 2007 or 06/20XX-08/20XX)
- Salary or grade level and hours worked per week (ex. \$40,000, 20 hrs/wk or \$8/hr, 24 hrs/wk or GS-03, 40 hrs/wk)
- Formal Position Title (ex. Waitress, Cashier, Construction worker, Field Worker)
- Supervisor name, phone number and/or email address
- Permission to contact supervisor: (yes/no)
- Job Duties and description. Use complete sentences (bullet points)

<b>WORK EXPERIENCE</b> Department of the Interior Bureau of Indian Affairs Office of Trust Services, Division of Forestry 1849 C St NW, Washington, DC 20240	06/20XX-08/20XX GS-3/4 40 hrs/wk
<b>Student Trainee (Forestry)</b> Supervisor: John Smith (XXX-111-1111) Okay to contact this Supervisor: Yes	
<b>Job Duties</b>	<ul style="list-style-type: none"><li>• Assisted in the suppression of structural, residential, commercial, industrial, chemical, petroleum, vehicle, aircraft and Wildland fires; applying the appropriate extinguishing agents to the source of the fire.</li><li>• Operated various pieces of fire equipment and gear for fire suppression and control; drove and operated fire</li></ul>
<b>Accomplishments</b>	<ul style="list-style-type: none"><li>✓ Environmental Planning: Integrating NEPA into NPS Activities 01/01/XXXX- 03/05/XXXX</li><li>✓ Forest measurement techniques 04/20XX</li><li>✓ Adult/Child Cardiopulmonary resuscitation (CPR) and First Aide certification, 10/20XX</li></ul>



Most applicants tend to list what they did (their job duties), but **forget** to include their Accomplishments.

- Accomplishments (Recommended)
  - Accomplishments highlight how you contributed to your organization and are seen as proof of your **skills and abilities**. They are what you learned, skills (technical and nontechnical) gained, or the difference you made for the tribe or organization.
    - **Technical** skills refer to the numerical, scientific, and computer-related competencies and knowledge needed to accomplish specific job tasks. For example, knowledge of Microsoft Excel is useful to engineers, business analysts, and scientists; knowing how to use a stethoscope is crucial for a nurse; and being able to use computer-aided design software is important for a fashion designer.
    - **Nontechnical** skills refer to personal and social qualities such as the ability to work well in a team, communicate effectively, display leadership, and learn new information quickly.

Example:    **Before:**           Conducted audit of XX Tribe’s timber inventory operations.

**After:**           Increased efficiency of operations and how the accounting and record keeping apply to the operations by conducting inventory audits of XX Tribe’s timber inventory operations.

Examples of Activities with results:

- Increased scores, rates, participation
- Created interest or awareness
- Increased safety
- Saved money and time
- Won awards or outside recognition

## PART FIVE

### 2. *Language Skills (Optional)*

- Name of Language (for each language, describe level of ability – advanced, intermediate, beginner)
- Spoken
- Written
- Read

If English is your native language, specify that you understand English, and be sure to include your level of spoken, written, and reading skills.

### 3. *Additional Information (Recommended)*

- Using bullet points, list your other affiliations, volunteer work, and other leadership roles / community activities. Be sure to identify computer program skills you are proficient in. For each item identified, identify time period of involvement. If you have none, do not include section.

### 4. *Awards and Certificates (Recommended)*

- Using bullet points, list accomplishments not listed anywhere else in resume (awards, certificates, scholarships, etc.) (ex. MVP soccer, Employee of the Month, Science Award) If you have none, do not include section.

### 5. *References (Recommended)*

Include at least 3 Professional References (NO FRIENDS / FAMILY / FORMER SUPERVISORS)

- Full Name
- Title (teacher, counselor, coach etc.)
- Phone number and/or email address