

# FEDERAL RESUME GUIDE

St. Mary's College of Maryland  
CAREER DEVELOPMENT CENTER

## TRADITIONAL

One to two pages in length

Scanned by software or human eyes to see if candidate's experiences match the job description

Built in word processing program

Bullet accomplishments

Uses bolding to highlight details

Information on resume provides basic personal information and work history details

## FEDERAL

Three or more pages in length

Always scanned by a Human Resources staff member. HR staff will review application documents and give each candidate a score out of 100 (110 for veterans). Applicants who are "Best Qualified" and receive a score of 90 or above will be reviewed by the Hiring Manager to see if candidate's experiences match the job description.

Built in USA Jobs Resume Builder

Uses short paragraphs to describe position responsibilities and bullet points highlight key accomplishments

Uses ALL CAPS to highlight details since the USA Jobs Builder does not have a bolding function

Displays additional information including full mailing address, citizenship information, last four digits of social security number, security clearance information, veteran status, past employers names and contact information, salaries, etc.

# Federal Resume Guide 2015

**JE Gale**



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