Defense Information Systems Agency

A Combat Support Agency

FEDERAL RESUME WORKSHOP

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Overview

- Tips for Preparing Your Resume
  - Getting Started
  - Writing Tips
  - How to Prepare a Paper Resume
  - Sample Resume (required Information)

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Getting Started

- Stay focus on the purpose of the resume, which is to represent the key and meaningful skills you possess
- When completing your application, center on what you actually did on the job and how these skills actually relate to the job you are seeking
  - Skills listed should relate to the job you are seeking
  - Include only significant skills, knowledge and abilities (KSAs)
  - Prepare a short, substantive resume
  - Only use items of experience, education, and training which DIRECTLY SUPPORT your career aspirations

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Getting Started

- **Make an outline. List your:**
  - **Position, title, series, and grade (as applicable)**
  - **Education: college/university, degree, dates and**
  - **Recent job related training**
- **Think about:**
  - **Projects you have worked on**
  - **What your specific duties were**
  - **What you needed to know to do the job**
  - **What tools, software or equipment you used, and**
  - **What you accomplished**

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Writing Tips

- Summarize. Briefly describe your most important skill at the beginning of each experience section
- Start with your most recent experience, show where you worked, show the beginning and ending dates, and include your supervisor's name and telephone number
- Describe exactly what you did (for example):
  - Don't write: "Responsible for administrative and computer support in a publishing firm"
  - Do write: "Used Microsoft Word, Excel, and power point in support of a large publishing firm. Familiar with many operating systems, including DOS, Windows 3.1 and Windows 95, Macintosh.

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Writing Tips

- **Use action words and phrases such as:**
  - **Designed and implemented new organizational structure plan**
  - **Negotiated contracts up to 90K**
  - **Delivered report on project management**

- **After each paragraph, stop and ask yourself the following questions:**

  -- Would a 3rd party who is not familiar with my occupational background understand the kind of work I do?

  -- Is there any nonessential information (nice to have, but not helpful) in what I have written

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How to Prepare a Paper Resume

- Limit your resume to six pages (5 plus 1 supplemental page); longer resumes will not be accepted
- Use 8 ½” X 11” paper, printed on one side only
- Use a minimum margin of 1 inch on all sides of your printed resume
- Do not fold or punch holes in the resumes
- Please note: Electronically submitted resumes via the resume builder is preferred

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How to Prepare a Paper Resume

- Use standard font, preferably courier font, 12 point
- Avoid fancy treatment such as italics, underlining, etc.
- Type your name at the top left or right of each resume page
- Use standard address format
- Avoid vertical and horizontal lines, graphics, and boxes

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Sample Resume Format

PERSONAL INFORMATION

Full Name (FIRST MI LAST)

Home Phone Number

Work Phone Number

Email Address

Permanent address: Street Address, City, State, ZIP

Current Address: (if different than permanent address)

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Sample Resume Format

WORK EXPERIENCE

(Describe current position first)

Start and end dates (month, day, and year)

Employer's name and complete address

Position title, pay plan, series, and grade (if federal position)

Date of last promotion (if federal position)

Indicate if federal position was permanent, term, or temporary

Annual salary

Hours worked per week

Supervisor's name and telephone number

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Sample Resume Format

WORK EXPERIENCE (cont)

All major tasks (include in your description any systems you have worked on; any regulations managed, any other job related information, etc.)

EDUCATION (e.g. AA, BA, MS, PhD)

To receive consideration for some DISA positions you must provide information regarding your successful completion of a degree in a particular field from an accredited academic institution. For example: Accountants, Engineers, Contract Specialist positions require a degree

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Sample Resume Format

EDUCATION (cont)

List the school, college, or university you attended, the location, the degree or certificate awarded, the date you received the degree or when it is expected, your GPA.

If the job announcement requires specific coursework, list the coursework and indicate whether semester of quarter hours. Technical or vocational courses may be included

ADDITIONAL INFORMATION

In this part, you can list any awards, special training, professional licenses and certificates including dates(s0 certified and the State where it was awarded.

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Sample Resume Format

SUPPLEMENTAL INFORMATION

Answer all general questions, even if the answer is no or none

Name

Veteran's Preference Eligibility

Contact Supervisor Information

Employment Category

Former or Current Federal employees only:

OPM/DEU Consideration

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