



CHAPTER 1:

WRITE YOUR MILITARY TO FEDERAL RESUME

Getting started, finding your documents, writing your basic federal resume



THE WHITE HOUSE

Office of the Press Secretary
For Immediate Release May 11, 2010
May 11, 2010

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Improving the Federal Recruitment and Hiring Process
To deliver the quality services and results the American people expect and deserve.

By the authority vested in me as President by the Constitution and the laws of the United States, including section 3301 of title 5, United States Code, I hereby direct the following:

Section 1. Directions to Agencies. Agency heads shall take the following actions no later than November 1, 2010:

- (a) consistent with merit system principles and other requirements of title 5, United States Code, and subject to guidance to be issued by the Office of Personnel Management (OPM), adopt hiring procedures that:
 1. eliminate any requirement that applicants respond to essay-style questions when submitting their initial application materials for any Federal job;
 2. allow individuals to apply for Federal employment by submitting resumes and cover letters or completing simple, plain language applications, and assess applicants using valid, reliable tools.

Read the entire memorandum on the CD-ROM.

Note about the “resume and cover letter” recommendation in this memorandum:

The President is reminding the human resources specialists that Title 5, Merit Principles are still in place. Therefore, federal job seekers should use a federal resume, which is longer and more detailed than a private industry resume. The federal resume formats and techniques taught in this book will prove qualifications and ensure a fair, merit-based assessment of your skills and specialized experience.

WRITING YOUR FIRST BASIC MILITARY TO FEDERAL RESUME

Your federal resume is the most important career document you will write as you pursue your new federal career after military service. According to federal human resources specialists, the Work Experience section in your resume is THE most important section of the resume, because it describes your experiences, knowledge, skills, and abilities. There are several challenges to landing what are now recognized as the best jobs / careers in the country, and maybe even the world. First, you have to find the position that's right for you, and second, you have to write a federal resume that demonstrates you are at least minimally qualified for the job. YOU will have to make this happen. Right now, your job is to read this book, study the resume samples, and write the best possible resume you can to match the job announcements you are interested in.

The federal resume will be your job application, your "examination" for the job, and sometimes even your interview.

The federal resume is NOT the same as the TAP or private industry resume.

Most civilian resumes are generic, with few specifics about actual military experience. The civilian resume is correct and preferred for private industry job searches as many corporate and small business managers do not understand military job duties, ranks, training, or situations.

The Military to Federal Resume can include some of your military experiences, if they are relevant for your federal job search. Your mission critical skills can help you to demonstrate that you are Qualified or even Best Qualified for a certain position.

For example, the Department of Homeland Security is now hiring thousands of border patrol employees. In such a case, your military history can give you a competitive edge. It is desirable to incorporate specific military details in your resume including rank, service name, base or post locations, operation names in which you served, relevant experiences with numbers and particulars, specialized training course titles, accomplishments, and quotes. Military job assignments will be written with a description of the military activities, operations, and duties.

MILITARY TO FEDERAL RESUME VS. TAP OR PRIVATE INDUSTRY RESUME:

MILITARY TO FEDERAL RESUME	TAP OR PRIVATE INDUSTRY RESUME
Names of bases, posts, and locations	No specifics about bases or posts, countries, or locations
Specific accomplishments	Accomplishments generalized
Description of technical work	General descriptions
Some military terminology okay	Military terminology decoded
Clearance listed	Clearance listed
Training described, including location of training, hours of training, title of course, certification (if any)	Training may or may not be included, depending on relevance to your new career objective.
Average length: 3 to 4 pages	Average length: 2 pages

RECOMMENDED FORMAT FOR FEDERAL RESUMES: OUTLINE FORMAT

All the case studies in the book are in Outline Format. The Outline Format is a highly successful, readable federal resume format effective in all of the resume builders. The Outline Format features small paragraphs, keywords, and accomplishments.

Key features of the Outline Format:

- Use ALL CAPS to highlight keywords and important skills for the job
- No formatting: no indentations or centering of text
- No bold, italics, bullets, underlines
- Flush left, ragged right (no justified copy)
- Small paragraphs (4-8 lines max)
- Use ALL CAPS to highlight headers
- Add accomplishments at the end of each job block
- Feature the last 10 years of Work History
- Easy to copy and paste into builders

CASE STUDY 1

JEREMY DENTON

E-5, HELICOPTER CREW CHIEF SEEKING MANAGEMENT ANALYST, GS-7

Military Status:

U.S. Marine Corps

E-5, Helicopter Crew Chief, CH53

Qualifications:

Applying for positions based on One Year Specialized Experience AND

Bachelor's Degree in Government and Public Policy, *cum laude*.

- **Management and Program Analyst, GS-0343**
- **Target Grade level: GS-7**
- **Salary range: 34,075.00 – 43,000 per year**

Jeremy found the following FCIP opportunity that is located in the Office of Human Capital, GPO University, Washington, DC.

VACANCY ANNOUNCEMENT

Keywords from the Overview:

- Do you aspire to lead?
- Do you like to bring the best out of people?
- Do you focus on getting results?
- Do you like analyzing and solving problems?

Duties: (keywords are in bold)

During the program, participants will work in progressively complex work assignments.

The primary purpose of the work is to provide **line managers with objective information for making decisions** on the administrative and programmatic aspects of agency operations and management.

Participants apply analytical and evaluative methods and techniques to situations or issues concerning the **efficiency and effectiveness** of program operations and makes recommendations for improvement in work operations.

Participants will **develop new methods, organizational structures, and management processes**.

Participants will be required to **consult and advise program managers on methods and procedures**, management surveys, management reports, and control techniques.

Manage short or long term projects, lead teams for short term projects;

Develop life cycle cost analyses of projects or perform **cost benefit** or economic evaluations of current or projected programs.

Qualifications Required: (keywords in bold)

To minimally qualify for the PG-5 level, you must have one of the following:

A. 3 years of progressively responsible experience, 1 year of which was equivalent to at least GS-4, that demonstrate the ability to:

- **Analyze problems** to identify significant factors, gather pertinent data, and **recognize solutions**;
- **Plan and organize work**; and
- **Communicate effectively orally** and in writing.

JEREMY D. DENTON

1234 Anywhere Street
City, State, Zipcode
Phone: 555.555.5555
Email: jeremy.d.denton@gmail.com

NOTE: Keywords from the vacancy announcement are in ALL CAPS as headings in the Outline Format resume. Support the keyword headings in your description.

US Citizen
Social Security Number: XXX-XX-XXXX
Veterans Preference: 5 points, US Marine Corps, 08/2003 to 01/2008, honorable discharge
Security Clearance: Secret (active), Interim Top Secret (active)

OBJECTIVE: Job Announcement Number: 10-346057-rm
Job Title, Series & Grade: Program Analyst (Emerging Leader Program), PG-0343-05/09
Agency: Government Printing Office

PROFESSIONAL EXPERIENCE

08/2003-01/2008, U.S. MARINE CORPS.

08/2003-10/2004, U.S. MARINE CORPS BASIC TRAINING AND HELICOPTER TRAINING, various USMC US locations.

10/2004-01/2008, HELICOPTER CREW CHIEF; E-5, Sgt, 3rd Marine Air Wing, Marine Corps Air Station Miramar, San Diego, CA; Salary: \$30,000; 40+ hours per week; Supervisor: Staff Sergeant Bernie Milton, (555) 555-5151, may contact.

TEAM LEAD / FLIGHT CREW MEMBER: Planned, organized, led, and performed maintenance on CH-53E Super Stallion helicopters, including during Operation Iraqi Freedom. Supported more than 2,000 sorties in several major campaigns. Performed and directed maintenance at Marine Corps Air Station Miramar and during two tours in Iraq (total time 15 months) to ensure mission safety and readiness for operations. Proved effective as short-term project leader directing multiple operation events and major maintenance projects under pressure.

SCHEDULING AND COORDINATION: Performed daily inspections on assigned aircraft; assisted in preflight inspections performing final checks; monitored aircraft performance during flight; assisted as a lookout and advised pilot of obstacles and other aircraft.

TECHNICAL SKILLS: As Helicopter Mechanic, performed inspection and maintenance duties on various aircraft systems, including the fuel, flight control, rotor, utility, and power plant systems; checked cockpit controls, switches, and safety devices.

CRITICAL THINKING AND PROBLEM SOLVING: Analyzed weight, mission, cargo and prepared aircraft for maximum defense. Utilized evaluative and technical skills in operating aircraft mounted weapons systems.

PLAN AND ORGANIZE WORK: Assisted in the supervision and administration of aircraft maintenance operations. Developed methods and procedures to improve efficiency of the Flight Crew, especially in flight operations or emergency maintenance procedures.

CUSTOMER SERVICES: Ensured safety for both passengers and cargo planning. Analyzed and loaded cargo efficiently to meet deployments and readiness planning.

TRAINING / COMMUNICATIONS: Using effective verbal and written communication skills, trained junior Marines in every aspect of the Marine Corps, including history, financial education, alcohol awareness, weapon safety, martial arts, tactics, and professional development.

KEY ACCOMPLISHMENTS:

LOGGED 1,200+ FLIGHT HOURS WITHOUT A SINGLE LOSS OF LIFE OR AIRCRAFT during two tours in Iraq and in the United States, including during combat conditions. Earned numerous recognitions, including Navy and Marine Corps Achievement Medal and numerous Air Medals. Participated in armed interdictions, border patrolling, medical evacuations of military and civilians, and special operations.

AS PLANE CAPTAIN, performed essential systems and safety checks for every aircraft under my care daily prior to operations (up to 14 helicopters). Led team effort in achieving a perfect safety record for my unit over 3.5 years and two combat tours. Trained junior staff in aircraft operations, aerial gunnery, combat tactics.

MILITARY TRAINING

- Naval Aviation Air Crewman Candidate School at NATTC, NAS Pensacola, FL.
- Survival, Evasion, Resistance, and Escape (SERE) School at Brunswick, ME.
- “A” and “C” school, CH-53E Crew Chief Training Syllabus at CNATT MAR Unit, MCAS New River, NC.
- “C” school, CH-53E Crew Chief Training Syllabus at CNATT MAR Unit, MCAS New River, NC.
- Plane Captain (PC) Ground syllabus for type aircraft.

EDUCATION:

January 2010, Bachelor of Arts, Government and Public Policy, cum laude. University of Baltimore, Maryland. Relevant Coursework: Constitutional Law; Bureaucracy and Public Policy; American Public Policy; Comparative Government; State and Local Government; Methods in Government and Public Policy; American Political Thought; Ethical Issues in Business and Society. GPA: 3.7 out of 4.0.

35 credits toward degree in International Marine Transportation, 09/2002-05/2003, New York Maritime College, Bronx, NY.

High School Diploma, 2002, Bethesda-Chevy Chase High School, Bethesda, MD.

AWARDS AND RECOGNITION

Navy/USMC Achievement Medal, 2007
2 Iraq Campaign Medals, 2007, 2004
16 Air Medals
USMC Good Conduct Medal, 2006
Global War on Terrorism Service Medal, 2004
National Defense Service Medal, 2003
Sea Service Deployment Ribbon
Certificate of Commendation
Certificate of Appreciation (2d Award)
Expert Rifle Badge
Expert Pistol Badge (2d Award)

OTHER INFORMATION:

Maryland Drivers License
Current Interim Top Secret Government clearance
Eagle Scout, Boy Scouts of America
CPR and First Aid Certified through the Red Cross

JEREMY D. DENTON

1234 Anywhere Street

City, State, Zipcode

Phone: 555.555.5555

Email: jeremy.d.denton@gmail.com

May 14, 2010

Government Printing Office
Human Capital Operations
732 North Capitol Street NW
Room A-638
Washington, DC 20401

Dear Ms. Howard:

Enclosed is my application responding to Vacancy Announcement # 10-346057-rm, Management and Program Analyst.

I have enclosed my federal resume, which highlights my professional accomplishments over the last decade.

I can offer the Office of Human Capital of the GPO proven Management and Program Analysis expertise, together with a Bachelor of Arts degree in Government and Public Policy, plus strong executive leadership experience in the following areas:

- **Critical Thinking, Analysis, and Problem-Solving** – Experienced short- and long-term project analyst, with field experience in using evaluative and technical skills to analyze and optimize operations quickly and decisively.
- **Work Planning, Organization, and Management** – Assisted in the supervision and administration of essential aircraft maintenance operations, including at remote, challenging locations. Developed methods and procedures to improve efficiency of the Flight Crew, especially in flight operations or emergency maintenance procedures.
- **Leadership** – 5 years with the US Marine Corps as a highly effective, successful, decorated sergeant and project leader able to direct multiple events under extreme pressure, including in combat situations.

I would like to have the opportunity to offer my extensive experience to the GPO Human Capital Office. I look forward to the opportunity to meet in person for an interview.

Thank you for your consideration of my application materials

Sincerely,

Jeremy D. Denton

Enclosures: Federal Resume