

WHAT TO INCLUDE IN YOUR RESUME

Although the Federal Government does not require a standard application form for most jobs, we do need certain information to evaluate your qualifications and determine if you meet legal requirements for Federal employment. If your resume or application does not provide all the information requested in the job vacancy announcement or this flyer, you may lose consideration for a job. Help speed the selection process by keeping your resume or application brief and by sending only the requested material. Type or print clearly in dark ink. Here's what your resume or application must contain in addition to specific information requested in the job vacancy announcement:

POSITION TITLE. Position for which applying: Acquisition Intern GS-7 entry

PERSONAL INFORMATION.

- Full name, mailing address (with ZIP Code) and day/evening phone
- Social Security Number
- Country of citizenship (United States citizenship required)
- Military service history (ALL males born after 12/31/59 must provide their Selective Service registration number)
- Highest Federal civilian grade held; job series and dates held

EDUCATION.

- Name and address of all colleges/universities attended
- Type, major, and year of all degrees received or anticipated
- SEND A COPY OF ALL YOUR COLLEGE TRANSCRIPTS (INCLUDING TRANSCRIPTS FOR ANY UNDERGRADUATE COURSES THAT WERE TRANSFERRED TO THE DEGREE-GRANTING SCHOOL)

WORK EXPERIENCE. Give the following information for your paid and non-paid work experience related to the job for which you are applying.

- Job title (include series and grade if Federal job)
- Duties and accomplishments
- Employer's name and address
- Supervisor's name and phone number
- Starting and ending dates (month and year)
- Hours per week
- Salary
- Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS

- Job-related training courses (title and year)
- Job-related skills
- Job-related certificates and licenses (current only)

- Job-related honors, awards, and special accomplishments, e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (Give dates but do not send documents unless requested.)