

## RESUME TIPS & HITS

- USA Jobs provides a Federal Resume template
- Resume should include first and last name, full address, phone number and email address
- It doesn't matter how long the resume is as long as it includes all applicable experience for the position to which one is applying. Be sure to read the entire job announcement and position description.
- For Example... The COOK NA-06 position requires 6 months of cooking experience so the resume must clearly show at least 6 months. Not all of the experience must come from paid cooking positions. Volunteer activities, school and sports events or other times you cooked can be used as experience as well.
- If a Highly Preferred criteria is listed, in order to qualify as highly preferred we must be able to find the details in your resume to verify either from work experience or volunteering.
- Once the application has been submitted check your email to ensure you received the email confirmation from USA Jobs that your application has been received.