

Government Resume Guide

The following is a guide to create a government standard resume. A government standard resume is different from a typical resume because more specific information is needed to evaluate your application. Your resume is also used to determine whether you qualify and meet the requirements of the position/internship that you are applying for, based on work experience and/or education. Due to the amount of information we request, the government standard resume is expected to be at least two pages.

1. Personal Information (Required)

- ☐ A. Full name (extra large font)
- ☐ B. Mailing address
- ☐ C. RELIABLE phone number with area code (preferably 2 numbers – home and cell phone)
- ☐ D. RELIABLE email address

2. Objective (Required)

- ☐ A. Mention your interest in the position you are applying for in sentence format (Trail Crew? Firefighting? Position with US, Forest Service? Etc.)

3. Military Experience (Recommended)

If applicable, please provide the following information.

- ☐ A. Military Branch
- ☐ B. Service dates
- ☐ C. Identify whether DD-214 is available

4. Education (Required- list most current first)

- ☐ A. School (name, city, and state)
- ☐ B. Major, expected graduation date
- ☐ C. Units completed
- ☐ D. GPA (Optional)
- ☐ E. Courses completed related to job desire (Optional)
- ☐ F. Special Academic Awards (i.e. Dean's List, Perfect attendance, Honor roll, etc.)

5. Work Experience (Required- list most current first)

You are required to provide all the following information below for each experience you put on your resume, including internships.

- ☐ A. Business, Company, or Agency (Name, City, State)
- ☐ B. Position title (ex. Waitress, Cashier, Construction Worker, Field Worker)
- ☐ C. Period you worked (ex. Jan. 2007 – Aug. 2007 or Jan. 3, 06 – Aug 15, 08)
- ☐ D. Hours worked (ex. 20 hours per week, 50hr/month, 150 total hours)
- ☐ E. Wage earned per hour (\$10 per hour, \$8/hr) - optional
- ☐ F. Job duties and description. Use complete sentences (bullet points)
- ☐ G. Supervisor information if available (name and phone #)

6. Volunteer Experience (Recommended)

- ☐ A. You can use volunteer experience like work experience. Simply use the guidelines mentioned under work experience that apply. You can also briefly list each volunteer experience using bullet points. You are encouraged to specify number of hours volunteered.

7. Awards and Certificates (Recommended)

- ☐ A. Using bullet points, list accomplishments (awards, certificates, scholarships, etc.) (i.e. MVP soccer, Employee of the Month, Science Award, etc.)

8. Activities (Optional)

- ☐ A. Using bullet points, list activities you were or are involved in (Sports, clubs, organizations).

9. Hobbies (Optional)

- ☐ A. Only mention hobbies that relate to position you are applying for.

10. References (Required)

- ☐ A. **1-3** professional references including Supervisors mentioned above
(**NO FRIENDS or FAMILY**)

It is recommended that you include the following for each reference.

- ☐ B. Full Name
☐ C. Title (teacher, counselor, coach etc.) or relationship to reference.
☐ D. Contact information (Both phone number and email preferred)