

Federal Application Packet Tips

Overall

- ❖ Everything you submit should be focused on 1 (or both) of the following goals
 - Qualifying you for the job through HR
 - Impressing the hiring manager/hiring panel
- ❖ Keep the 'Qualifications' section of the USAjobs announcement open and refer to it often when putting your packet together
 - Qualifying on experience = Resume
 - Qualifying on education = Transcript
 - Qualifying on a combination = Both
- ❖ Ensure consistent formatting of headers/footers, font, margins, etc. across all documents
- ❖ You are selling how your previous experience can apply to the position you are applying to (moving forward), you are not only reflecting backwards on jobs you've done

Cover Letter (separate document)

- ❖ For the hiring manager/hiring panel, HR will not look at this document
- ❖ With the resume being shorter now, the cover letter can serve to help round out the story of your career, background, and the *why* you're interested in the job
- ❖ Personalize it to the position and location, do not send a generic cover letter
- ❖ Remove any objective from your resume and put that information into a cover letter

2 Page Resume (separate document)

- ❖ You can find general directions at opm.gov and usajobs.gov
- ❖ Primarily for HR, but also for the hiring manager/hiring panel
- ❖ HR will need to see the elements they outlined as required in the qualifications section of the USAjobs announcement
- ❖ Focus on the more recent and/or relevant work that is applicable to the job you're applying for. Previous jobs can be included, but summarize and limit/eliminate task descriptions
- ❖ Hiring managers look for any number of other things including depth of experience, projects completed, experiences, or accomplishments
- ❖ Include specific metrics if possible- dollars, miles, customers served, etc.
- ❖ Use specific start/end dates: month/day/year for both
- ❖ Be thoughtful about formatting, white space, margins, font size, and generally how it looks

References (separate document)

- ❖ For the hiring manager/hiring panel.
- ❖ Need to include at least one supervisor, most recent/current is preferred. If that's not possible or you need to list 'contact me first' that's ok, but the entire list can't be that way
- ❖ Consider including references who can showcase a 360 view of you as an employee; supervisors, peers, and people who've looked up to you (mentees, less experienced crew members, direct reports, etc)
- ❖ Emails are needed for each contact, and aim to include 3 to 6 total
- ❖ Make sure to ask your references before listing them!