

FEDERAL JOBS - RESUME SAMPLE

ABRAHAM LINCOLN
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Country of Citizenship: United States of America

Veterans' Preference: No

Availability: Full Time

Job Type: Permanent, Temporary, Recent Graduate

Desired Locations: US-DC-Washington/Metro
US-VA-Arlington
US-VA-Alexandria

Work Experience:

Department of State (9/20XX-8/20XX), Washington, DC, US
Public Affairs Assistant
Supervisor: John Smith (XXX-222-2222)

Grade Level: 02
Hours per week: 40

Okay to contact this Supervisor: Yes

- Supervised ten contractors on communications, ensured project was delivered on time and budget
- Contacted and pitched media for program publicity resulting in four newspaper articles and two interviews
- Researched public affairs best practices in private sector and government, resulting in five adopted measures that improved agency performance
- Facilitated biweekly team meetings and conducted monthly diversity training presentations for twenty to thirty internal staff members
- Participated in team brainstorm sessions to analyze organizational problems and improve efficiency

Department of State (9/20XX-8/20XX), Washington, DC, US
Intern
Supervisor: John Smith (XXX-333-3333)

Grade Level: N/A
Hours per week: 20

Okay to contact this Supervisor: Yes

- Wrote fifteen articles about foreign education initiatives for Bureau newsletter and press releases
- Drafted twenty memoranda for the Undersecretary of State
- Assembled financial and budget information for use in Education and Cultural Affairs internal materials
- Assisted with administrative tasks such as filing documents and organizing meeting logistics

Consulate at Department of State (6/20XX-8/20XX), Madrid, Spain
Political and Economic Section Intern
Supervisor: Jane Doe (XXX-111-1111)

Grade Level: N/A
Hours per week: 45

Okay to contact this Supervisor: Yes

- Researched and wrote five regional economic and political briefs for US Ambassador's Madrid consulate district visits
- Compiled ten briefs with fifteen professionals in regional chambers of commerce, banks' nongovernmental organizations, and government offices to compile briefs enabling a shared understanding of material
- Synthesized information from external research and interviews
- Provided administrative support through sorting mail, filing document, and answering multi-line phone system
- Utilized Spanish language skills and political and cultural knowledge in a variety of settings

ABC Afterschool Program (9/20XX-4/20XX), Philadelphia, PA
Program Coordinator
Supervisor: John Doe (XXX-200-2000)

Salary: 15 USD per hour
Hours per week: 40

Okay to contact this Supervisor: 40

- Developed and monitored program goals and policies resulting in the highest recorded performance in ten years
- Oversaw three mentoring programs in limited resource communities to promote a safe and healthy youth development
- Recruited, trained, and managed twenty-five adult mentors and twenty youth
- Developed marketing and training materials for use in programs and mentoring initiatives
- Wrote and managed two program grants, hired three outside contractors for grant implementation
- Coordinated ten minute, weekly presentations on mentoring initiatives
- Communicated daily in Spanish with program participants and their families

Education:

B.A. Marble House College, Philadelphia, PA 19019 US, May 20XX

35 Semester Hours

GPA: 3.50 out of 4.0

Major: Economics, Spanish Languages (double major)

Relevant Coursework, Licenses, and Certifications: Macro Economics, Micro Economics, Statistics, Public Policy Process

Language Skills:

English

Spoken: Advanced

Written: Advanced

Read: Advanced

Spanish

Spoken: Advanced

Written: Advanced

Read: Advanced

Affiliations:

National Spanish American Foundation, Member (20XX-present)

References:

Name: George Washington

Employer: Marble House University

Title: Professor, Spanish Language

Phone Number: XXX-333-3333

Email: gwashington@pastpresidents.org

Reference Type: Personal

Name: James Madison

Employer: Department of State

Title: Director

Phone Number: XXX-222-3333

Email: jmadisonn@pastpresidents.org

Reference Type: Professional

Skills:

Grant writing (awarded "Dream Catchers Award" by Community and Recreation Services, Delaware County Government, Dec. 20XX)

Regional expertise in Balkan, Post-Soviet, and Western European political issues (including extensive regional travel)

Proficient in Microsoft Office programs, Word, Excel, PowerPoint, Outlook

Class Projects:

Western European Economy: Then and Now, April 20XX

- Completed a seventy-five page capstone paper including in depth economic analysis of past and present financial concerns of Western Europe
- Conducted research on historical implications of changes in economic wealth in Western Europe
- Presented research in a twenty-slide PowerPoint to fifty students and ten staff in the economics department

Leadership and Service Roles:

Tri-College Institute, Diversity Workshop Facilitator, Oct 20XX-May 20XX

- Developed twelve forums for dialogue between diverse student groups
- Built five partnerships between student groups through cultural programming

Marble House Business Society, President, Sept 20XX-May 20XX

- Recruited four executive committee members and planned meetings
- Managed a membership base of 40+ students
- Organized club involvement in business-related workshops/events

Tucker Recreation Association, Basketball Coach, Nov 20XX-Feb 20XX

- Taught twelve, ten-year-old boys the fundamentals of basketball, sports ethics, and mental focus
- Coordinated travel logistics for away competitions

Habitat for Humanity, Volunteer, Mar 20XX

- Contributed to rebuilding a home in St. Bernard Parish, New Orleans

Other Roles at Marble House College:

War News Radio, Weekend Co-Host, Aug 20XX-May 20XX

- Recruited executive committee members and planned meetings
- Managed a membership base of 40+ students

Spanish Department, Representative, Sept 20XX-May 20XX

- Represented 100+ students at language department meetings
- Partnered with a local high school to plan and execute an hour-long Spanish song and dance course of thirty students