Federal Resume Template

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Edition: September 27, 2026 · Prepare well. Step forward.

[YOUR NAME]

[City, State] | [Phone] | [Professional email]

Target position: [Title / announcement number / grade]

Relevant qualifications

[Two concise sentences connecting your actual experience to this announcement. Delete if they repeat the evidence below.]

Relevant experience

[Employer] — [Job title; series/grade for an actual federal position]

[MM/YYYY–MM/YYYY or Present] | [Hours per week]

- [Specific action addressing a qualification, context and verifiable outcome.]
- [Second relevant action and result; identify your own contribution.]
- [Third relevant example if it adds evidence.]

[Employer] — [Job title; federal series/grade if applicable]

[MM/YYYY–MM/YYYY] | [Hours per week]

- [Relevant action and result.]
- [Relevant action and result.]

Additional relevant experience or projects

[Employer/project] — [Role; label volunteer, coursework or lab accurately]

[MM/YYYY–MM/YYYY] | [Hours per week where applicable]

- [Evidence relevant to a remaining required qualification.]
- [Evidence relevant to a remaining required qualification.]

Education

[Institution] — [Degree/type] | [Completion date]

[GPA and other details when relevant/required; required supporting documents submitted separately.]

Certifications, licenses and training

[Exact credential/training name, issuer, date and current status as relevant.]

Additional relevant information

[Only accurate and relevant/requested information. Remove unused sections.]