

FEDERAL RESUME GUIDE

St. Mary's College of Maryland
CAREER DEVELOPMENT CENTER

TRADITIONAL

One to two pages in length

Scanned by software or human eyes to see if candidate's experiences match the job description

Built in word processing program

Bullet accomplishments

Uses bolding to highlight details

Information on resume provides basic personal information and work history details

FEDERAL

Three or more pages in length

Always scanned by a Human Resources staff member. HR staff will review application documents and give each candidate a score out of 100 (110 for veterans). Applicants who are "Best Qualified" and receive a score of 90 or above will be reviewed by the Hiring Manager to see if candidate's experiences match the job description.

Built in USA Jobs Resume Builder

Uses short paragraphs to describe position responsibilities and bullet points highlight key accomplishments

Uses ALL CAPS to highlight details since the USA Jobs Builder does not have a bolding function

Displays additional information including full mailing address, citizenship information, last four digits of social security number, security clearance information, veteran status, past employers names and contact information, salaries, etc.

Federal Resume Guide 2013

Roman Wölfel



Federal Resume Guide 2013:

Federal Resume Guide 2013 Book Review: Unveiling the Magic of Language

In an electronic era where connections and knowledge reign supreme, the enchanting power of language has are more apparent than ever. Its power to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**Federal Resume Guide 2013**," written by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we shall delve to the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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