



How to Use This Template (+ some tips)

Every Resume Should be Tailored

For every position you apply for on USAJobs (or anywhere, really) you should tailor it to match the posting. Throwing the same resume at every single job will not get you an interview, let alone hired. You need to **tweak this template** for the job you find.

Make Sure You are Qualified to Apply

First, before you waste your time tailoring your resume, make sure you are qualified to even to be considered. There are two ways to do this – the “**This Job is Open to**” icons and “**Qualifications**” bullets.

	<p>Qualifications</p> <p>All qualifications and eligibility requirements must be met by the closing date of the announcement.</p> <ul style="list-style-type: none">• Assisting with the delivery or development of training programs in an adult environment; AND• Providing technical assistance on grant related matters.
<p>The “Open to” icons say who can be considered. USAjobs explains each one here. Hint: If you’re not a vet or current fed employee, look for “public” </p>	<p>These can be found when you click the “Requirements” tab at the top of the job posting and scroll down a smidge. When you read these bullets, ask yourself “<i>Do I have experience in this? Can I make an argument that I have done this in my past and articulate that in my resume?</i>” If the answer is no, move on! Find another posting that would be a better fit for you.</p>

Match Your Experience Bullets Closely to the “Qualifications” Section

It’s essential to show the HR rep, *clearly and concisely*, that you have the relevant experience. Back to those “Qualifications” bullets again. **These are the key and what HR is looking for in your resume.** Your experience under each job should closely match, or touch on, these bullets at least a handful of times. Spell it out for them.

But how do I do that? Here’s an example of how I would rewrite someone’s experience for Bullet #2 to better match sample “Qualifications”. **Hint:** Pick out key words (in this instance - “writing”, “technical”, and “recommendations”)

1. Implementing regulations, policies, and/or procedures related to programmatic and/or contract management issues, AND
2. Writing and/or editing technical materials and providing advice and recommendations for implementing guidance

OLD	REVISED
- Researched data on AI and wrote reports for my manager.	- Wrote technical reports related to AI based on research and provided recommendations to leadership to improve cyber security guidance at the company.

Include Full Dates – Especially if You Job Hop

You need to show you’ve done the “Qualifications” bullets for at least a year. If they want you to have experience leading teams but you only did that one summer as a camp counselor, that won’t count and they won’t move your resume forward. But if you were a camp counselor for 4 summers where it totals 52 weeks, that counts. **Including full dates (MM/DD/YYYY) of employment is essential.**

Delete the Comments in the Template

I put comments throughout the template to help guide you as you fill it out. **Remember to delete them before you submit your resume!** To do this, click on the comment, click the 3 dots at the top of the comment, and click “**Delete thread**” (not “**Resolve**”).