

NARA's Federal Resume Guide

What You Should Know When Applying for a Federal Career

(2025)



NATIONAL
ARCHIVES

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Welcome

Knowing how to write a succinct and compelling resume is a valuable skill to have in today's job market. Your resume is the first impression you give to potential employers. It tells the story of your career, highlights your strengths, and documents your results. Whether you are actively seeking a job at the National Archives and Records Administration (NARA) or somewhere else, this guide will offer you proven resume tips and suggestions to help you stand out from the crowd.

Writing Your Federal Resume

Finding Federal Career Opportunities on USAJobs

Federal agencies advertise their vacancies at www.USAJOBBS.gov.

From the USAJOBS site, you can:

- **Create an Account**
 - Build and store up to five distinct resumes.
 - Create and save job searches to receive automatic notifications.
- **Search and Apply for Opportunities**
 - Target specific agencies, occupations, grades, locations, etc.
 - View jobs that are available to the general public and those that are available only to federal employees.
 - Apply to federal vacancies or save them to review later.
- **Learn More About the Federal Hiring Process**
 - Gain step-by-step insights into the application process through OPM's extensive collection of [tutorials](#).
 - Discover targeted hiring programs for which you may qualify.

Decoding the Job Announcement

“I’ve found a position and want to apply, but I don’t understand the job announcement.”

Federal vacancy announcements can be confusing if you aren’t familiar with their format or the terminology they use. Federal vacancy announcements use a common 7-tab format (highlighted in the following example) to provide information about each open position. It is important to read each section carefully. This will help you understand the nature and scope of the position, its qualification requirements, and the evaluation process.

An official website of the United States government

USAJOBS

Sign inHelpSearch

[Prev](#)[Back to results](#)[Next](#)

IT SPECIALIST (INFOSEC)

DEPARTMENT OF THE NAVY
Naval Facilities Engineering Systems Command

SummaryThis job is open toDutiesRequirementsHow you will be evaluatedRequired documentsHow to Apply

Summary

This is a public notice flyer to notify interested applicants of anticipated vacancies. Applications will not be accepted through this flyer. Interested applicants must follow the directions in the "How to Apply" section of this flyer to be considered. There may or may not be actual vacancies filled from this flyer. Notice of Result letters will not be sent to applicants who respond to this flyer.

This job is open to

The public

U.S. Citizens, Nationals or those who owe allegiance to the U.S.

Clarification from the agency

U.S. Citizens

Duties

You will perform cyber threat hunting, incident response, and other blue team activities to detect, deter, disrupt, and deny adversary activities.

PrintShareSave

Overview

Accepting applications

Open & closing dates

11/08/2024 to 11/07/2025

Salary

\$120,246 - \$156,323 per year

Pay scale & grade

GS 13

Location

02 vacancies in the following location:

Port Hueneme, CA

Remote job

No

Telework eligible

Yes—as determined by the agency policy.

| TAB | DESCRIPTION |
|------------------------------|---|
| Tab 1 Summary | Describes the opportunity and provides basic information about salary, payscale and grade, the number of available positions, who may apply, duty location, appointment type, and the application period. |
| Tab 2 This Job Is Open To | Indicates who is eligible to apply to the job. |
| Tab 3 Duties | Documents the major duties and responsibilities of the job. |

4

| | |
|--|---|
| Tab 4 Requirements | Provides the conditions of employment and qualifications you need to be eligible to apply for the position. |
| Tab 5 How You Will Be Evaluated | Tells how the hiring agency will evaluate your application. |
| Tab 6 Required Documents | Lists all of the documents that are required as part of your application. The hiring agency may disqualify you if you fail to provide all of the documents that are required to confirm your eligibility. |
| Tab 7 How to Apply | Details the application process and provides the agency's contact information. |

The Information You Will Need to Write Your Resume

Before writing your federal resume, you'll want to source information about your career journey and start documenting your career highlights. Below, you'll find each of the sections of a federal resume and the information you'll need.

Personal Information

- Your full name
- City and state
- Email address
- Phone number
- Veteran's Preference, if eligible.

For additional information on Veteran's Preference, visit www.fedshirevets.gov or www.archives.gov/careers

Objective Statement (Optional)

- Brief statement about the ideal opportunity you are seeking and its alignment with your experiences, strengths, and passions.

Work Experiences

- Employer names, addresses, and phone numbers
- Start and end dates
- Job title(s)
- Core responsibilities
- Achievements and metrics, if available
- Training

- Awards

Education

- Schools attended
- Date degree(s) were conferred
- GPAs
- If a degree was not awarded, provide the number of credits received.

Other Qualifications

- Job-related training courses and skills
- Certifications
- Honors and awards
- Memberships in professional societies and organizations

If you have prior federal service, you will also need to obtain your:

- Most recent SF-50
- Most recent Performance Appraisal

Start By Building a Comprehensive Resume

Consider creating a comprehensive resume that will contain most, if not all, of your resume-worthy experiences and results in one document. This will ensure that you have a complete record of your career journey captured and maintained in one place. It will also reduce the risk of losing, forgetting, or not finding relevant experiences and results when you most need them.

A comprehensive resume makes developing custom, job-specific resumes easy. Simply make a copy of your comprehensive resume, delete any bullets that do not pertain to the job posting, and tweak or rephrase the bullets that *do* match to ensure their best alignment with the needs of the job for which you're applying.

Taking the time at the front end to develop this type of resume can take a lot of work, yet doing so will allow you to easily customize your resume to each opportunity, and thus maximize your chances of catching a hiring manager's eye.

Resume Length

On May 29, the Office of Personnel Management (OPM) documented a new [Merit Hiring Plan](#) that includes a new **two-page limit** on federal resumes. As a result, your resume will need to succinctly summarize your career story and accomplishments, as they relate to the position(s) you are applying to. Aim to focus on impact, clarity, and alignment with public service values.

Resume Style Options

You are encouraged to use the USAJOBS Resume Builder tool when applying to a federal vacancy, however, when it comes to resume styles, one size does not fit all. Remember that federal resumes have a new two-page limit. Choose the style that best conveys your career story. Below are four models to consider. Examples of each of these resume styles are provided for your information later in this guide.

| Resume Style | DESCRIPTION |
|--------------------------------------|--|
| Chronological Summary | This type of resume lists your work experience, education, volunteer and community service activity, and awards and recognitions in reverse chronological order, with your most recent job being placed first and your oldest job placed last. |
| Functional (Competency-Based) | This format identifies your relevant skills and accomplishments and then describes your employment and education in chronological order. It helps highlight skills, abilities, accomplishments, job traits, and personal characteristics (competencies) that employers expect future employees to match. |
| Targeted | The targeted resume may be any of the two styles listed above with one exception; the resume is tailored for a specific company or position. This type of resume is typically used when you know positions exist at a particular company but are not applying to an advertised vacancy. |
| USAJOBS | The USAJOBS resume is automatically formatted for you using the information you provide in the USAJOBS Resume Builder. |

Resume Formatting

Although the basic layout of your resume is important, your primary objective is to convey your strengths and accomplishments. A well-formatted, well-organized resume drives an employer to key information about you, such as technical proficiencies, your work history or the awards and promotions you've earned. When formatting your resume, consider margins, font type and size, color and the use of symbols in order to best highlight your strengths and accomplishments.

Margins

Margins should be set at 1" all around. Even if you're concerned about space, the margins of your resume should not go below 1/2". Doing so creates a visually "crowded" resume. For readability, it is recommended that you use left-aligned margins over block justified text.

Font Type

The font you choose for your resume should be aesthetically pleasing and easy to read to attract a potential employer's interest. Font types such as Arial, Helvetica, and Calibri all work well. Keep in mind that once you select a font, maintain its consistency throughout your resume.

Font Size

Choose font sizes that make it easy for people to read your resume, without straining their eyes. Typically, a font size between 10 to 12 is ideal for the majority of your resume's content. Choose slightly larger fonts for your name and section headers to help the reader quickly see your resume's organization.

Other Tips

Bolding, underlining, and *italics* should only be used sparingly and just for emphasis. Abbreviations/acronyms are allowed, once they've been defined earlier in the resume

Which Goes First? Education or Experience?

The answer to this question depends on whether your education or your experience is your best selling point and/or meets the qualifications of the position to which you are applying. Generally, new graduates list education first, while job-seekers with a few years or more of work history list experience first. When using the USAJOBS Resume Builder, experience is always listed first.

How Far Back Should I Go With My Resume?

The most important thing is to include your most relevant work experiences. When considering how far back to go with your work history, go as far back as you need to in order to demonstrate your qualifications for the job you're seeking.

Especially with a two-page limit, your most recent positions likely build upon your past roles and experience and you then don't need to list earlier jobs. If you are concerned that this method results in the appearance of gaps in your employment history, you can either list those positions under an "Additional Information" section or list them in order with a brief sentence describing the work you performed.

Write Succinct and Impactful Bullets

The best way to demonstrate your match with a particular job is to ensure that your resume's bullets clearly and compellingly respond to each of the job's core duties and responsibilities.

When writing your bullets, consider using this formula: "Accomplished [X] as measured by [Y], by doing [Z]." X is an achievement, Y is a success metric, and Z is the action(s) you took. Choose the X-Y-Z order that best conveys your actions and impact. While the ideal bullet will include Y, sometimes, you may not have, or shouldn't share, your metrics.

Let's try this:

- **Start with the task:** "produced weekly reports for clients"
- **Capture your impact:** "increased client satisfaction ratings by 30%"
- **Describe how you did it:** "by creating automated client dashboards and support documents"
- "Produced weekly reports for clients and increased client satisfaction ratings by 30% by creating automated client dashboards and support documents"

Example: You are interested in applying for an Archives Specialist position at NARA that requires knowledge in processing large volumes of records.

In order to draw the reader's eye to your experience with this type of work, use numbers to showcase your qualifications. For example, you may write:

- *Appraised, arranged, described, preserved, and provided access to 700 collections of various types. Collections encompassed 10,000 linear shelf feet, including 4,000 artifacts cataloged online.*

Applying to Federal Jobs

What Are Minimum Qualifications?

Minimum qualifications are standards set by the U.S. Office of Personnel Management (OPM) to help ensure that federal employees are qualified for federal employment. You must meet these minimum qualifications to be considered for employment. Minimum qualifications are stated in terms of general or specialized experience.

- **General experience** refers to experiences that provide a foundation for learning the specific skills needed for a job. It's often required for entry-level positions or those with less specific skill requirements. Examples include clerical, office, or other work that demonstrates general administrative or organizational skills.
- **Specialized experience** refers to experiences that directly relate to the duties of the position and provide the specific knowledge, skills, and abilities needed for successful performance. Examples include experiences in a specific field, like accounting, engineering, or teaching, that align with the duties of the target position.

For some jobs, you can qualify based solely on education instead of experience. For other jobs, both education and experience are required to qualify. These requirements will be described in the vacancy announcement.

What Does “Time-In-Grade” Mean?

Time-in-grade is a requirement that applies to the promotion of current and former federal employees. Generally, employees must serve one year at the next lower grade level. Time-in-grade restrictions do not apply to former federal employees who have had a break in service of more than one year, current federal employees on temporary appointments, or current federal employees not holding a General Schedule (GS) position. Time-in-grade also does not apply to applicants who have no federal work experience.

What is the Occupational Questionnaire or Assessment?

When applying for federal jobs, two types of assessments may be required as part of the application process: occupational questionnaires and assessments. Note that while basic information about each of these is available below, as of July 2025, OPM is still in the process of developing additional guidance for questionnaires and assessments used in federal hiring.

Occupational Questionnaires

An occupational questionnaire is a list of questions designed to solicit information about how well your knowledge and skills match the experience required for the job. The questionnaire

is a self-assessment tool. Generally, you can preview questions by clicking on the “How to Apply” section/tab within the job announcement and scrolling down to the “How You Will Be Evaluated” section. Many agencies offer a “View Occupational Questionnaire” (or similarly worded) link to view the questions in advance of applying.

There are no “right” or “wrong” answers to the occupational questionnaire. You should respond honestly to all questions. You should also give yourself credit when deserved. Be careful not to inflate your self-ratings, yet take credit for your accomplishments. Most occupational questionnaires require you to provide responses to questions that will evaluate whether you meet the minimum qualifications of the position as well as other job specific assessment questions that are either task- or competency-based.

Once you complete the questionnaire, a score will be assigned to your application. That score, in combination with the assessment(s) (described below) will determine whether or not you will move on for further consideration in the selection process.

Assessments

Per Executive Order 13932, signed on June 26, 2020, self-ratings like those used in occupational questionnaires cannot be used as the sole determinant in ranking applicants’ competitiveness for federal positions. Instead, assessments that measure applicants’ skills and competencies are used to help determine which individuals are highly qualified enough to continue through the selection process.

These assessments can take several forms, including technical assessments (such as job knowledge tests, skill and aptitude batteries, and similar) as well as manual assessments conducted by subject matter experts (SMEs) including but not limited to structured interviews or resume reviews.

As with the occupational questionnaires, any assessments’ scores will be assigned to your application. Those scores, in combination with your score from any occupational questionnaire, will determine whether or not you will move on for further consideration in the selection process.

What Else Will I Need to Submit?

Required Documents

Read the vacancy announcement and the “Required Documents” section carefully, and follow all instructions. At minimum, many agencies, including NARA, require applicants to submit a resume and an online self-assessment questionnaire. In many instances, additional documentation will be required. This may include your:

- most recent performance appraisal;
- college transcripts;
- proof of bar membership or similar certificates/ licenses; or,
- Certificate of Release or Discharge from Active Duty (Form DD-214 page 4).

Essays for GS-5 or Higher-graded Positions

As part of the new requirements for most federal positions at a GS-05 and above, applicants will be asked to complete four essay questions. Responses cannot exceed 200 words per question.

1. How has your commitment to the Constitution and the founding principles of the United States inspired you to pursue this role within the Federal government? Provide a concrete example from professional, academic, or personal experience.
2. In this role, how would you use your skills and experience to improve government efficiency and effectiveness? Provide specific examples where you improved processes, reduced costs, or improved outcomes.
3. How would you help advance the President's Executive Orders and policy priorities in this role? Identify one or two relevant Executive Orders or policy initiatives that are significant to you, and explain how you would help implement them if hired.
4. How has a strong work ethic contributed to your professional, academic or personal achievements? Provide one or two specific examples, and explain how those qualities would enable you to serve effectively in this position.

What Should I Do Before Submitting My Application?

As a final step before submitting your application package, take a moment to review these basic, yet very important guidelines when applying for a career at the National Archives or other federal agencies.

| Do | Don't |
|--|--|
| <ul style="list-style-type: none">• Quantify whenever possible. Use numbers and data points to illustrate success.• Use active verbs to describe actual work performed.• Be specific. Use your own words when writing a resume.• Be concise. Edit your resume to reduce fluff and make every word count. Set your resume aside for a few days and then come back to it again with a fresh perspective.• Proofread your application package for misspellings and typographical errors.• Review your application package to | <ul style="list-style-type: none">• Make things up or inflate your level of responsibility, accomplishments, or skills.• Use personal pronouns (I, my, me).• Be humble and minimize your contributions and achievements.• Use an acronym unless you are certain everyone knows what the acronym means.• Include personal information, other than your contact information (examples: hobbies, height, weight, age, date of birth, place of birth, marital status, ethnicity, health, reason for leaving previous jobs, etc.)• Use the same resume for every |

| | |
|---|---|
| <p>ensure that it contains all of the required documentation listed under the “How to Apply” section of the vacancy announcement.</p> <ul style="list-style-type: none"> ● Submit your application in a timely manner. | <p>application. Spend time tailoring your resume for each position.</p> |
|---|---|

What Happens After I Submit My Application?

Once you submit your application, a Human Resources (HR) Specialist will review your package for its completion, ensure that you meet the basic qualification requirements, verify your self-assessment ratings against the information you provided in your resume, and forward the list of “Best Qualified” applicants to the hiring manager for consideration.

The hiring manager will select applicants from the “Best Qualified” list and conduct interviews. Once interviews have been completed, an HR Specialist will extend a tentative job offer.

Pending the outcome of a background investigation, a final job offer may or may not be made.

To determine the status of your application, activate the notification option from your USAJOBS profile to receive automatic alerts when there are status changes.

Resume Samples

Sample Resume: CHRONOLOGICAL

Jane Doe

123 Somewhere Street Anytown, CA 12345
(310) 217-9366 ssmith@email.com
Citizenship: USA Veterans Pref.: N/A

Profile: Highly-organized and detail-oriented Executive Assistant with over 15 years' experience providing thorough and skillful administrative support to senior executives.

Employment History:

J.W. Associates, LLC
Executive Assistant

4/1996 - Present

Prepare proposals, manuscripts and reports; draft executive level documents and key correspondence. Administer telecommunications, travel and calendars for three executives. Lead support staff and comprehensive training.

- Coordinate projects and events exercising ability to improvise, improve procedures, and meet demanding deadlines.
- Plan and coordinate corporate luncheons, and develop presentations for related on-site and off-site meetings.
- Manage capital purchases, direct vendor relations, generate and maintain equipment tracking records.

Pulsar Distribution Services
Executive Assistant

5/1991 – 4/1996

Supported senior-level executives at this \$12 billion distribution company. Organized office and designed systems to maximize operations. Arranged and maintained sensitive documents in compliance with security procedures.

- Saved the organization \$100,000 in travel expenses after implementing a detailed travel program that placed limitations on air, hotel and rental car accommodations.
- Played a key role in the development of the company's expense policies and procedures.

Computer Skills

Microsoft Office Suite, Adobe Illustrator, Photoshop, Outlook Express, scanning technology, HTML, website development, advanced Internet research.

Education

Lakeview College, Lakeview, NY
Bachelor of Science, Business Administration, 1990

Sample Resume: FUNCTIONAL COMPETENCY-BASED

Ellen J. Jobseeker

579 Lake Center Drive Upper Marlboro, MD 20773
(310) 321-6543 ejobseeker@email.com
Citizenship: USA Veterans Pref.: N/A

Marketing Executive

Accomplished, bilingual professional consistently recognized for achievement and performance in the marketing field. Innovative and successful in mining new sales territories and establishing business alliances. Proven leader with special capabilities in building teams, strategizing, and implementing workable marketing plans employing television, radio, Internet, and print media.

Education

University of New York, New York, NY
Bachelor of Science, International Business, 1995
Concentration: Communications. Minor: Marketing. GPA: 3.6/4.0

Professional Experience

Senate Brokerage & Advisory Firm, New York, NY 8/2003 – Present
Marketing Manager

In charge of devising, developing and implementing strategic and operational plans. Analyze industry trends, develop web pages and logos, and train sales staff on targeted client base development. Implement new policies and revise processes as needed to improve operational efficiencies.

Selected Accomplishments

- Marketing/Branding Initiatives – Established strong image for company through marketing activities, including web messages/design, logo development, and promotional materials. Results included 96% increase in “sellable projects” and stronger recognition/credibility.
- Staff Development - Focused sales team efforts on qualification of high-yield prospective clients as opposed to random client capture, leading to increased number of clients with less time commitments.
- Information Management – Implemented new format for prospectus that streamlined reporting function and represented 100% improvement in presentation format.

Skills/Activities

Fluent in English and Spanish;
Association for Financial Professionals, Member MS Office (PowerPoint, Excel, Access, Word)
Lived and traveled extensively in South America and Spain

Sample Resume: TARGETED

John Q. Smith

123 Any Street, Washington, DC 12345

(123) 456-7890 | johnqsmith@email.com

Objective: To obtain a responsible and challenging archivist position at the National Archives & Records Administration where my work experience will have valuable application and utilization of my opportunity for advancement.

Career Achievements:

- Collections and archives internships and projects affording exposure to bibliographic, electronic archiving, cataloguing, and collection management techniques and technologies.
- Key areas of experience and study include:
 - Collection Cataloguing & Management
 - Historical Research & Interpretation

Professional Experience:

National Museum of History, Washington, DC

Archivist

August 2000 – Present

- Directed filing and cross indexing of selected documents in alphabetical and chronological order in manual or computerized database systems.
- Advised government agencies, scholars, journalists, and others conducting research by supplying available materials and information according to familiarity with archives and with political, economic, military, and social history of period.
- Selected and edited documents for publication and display, according to knowledge of subject, literary or journalistic expression, and techniques for presentation and display.

Maryland State Archives, Annapolis, MD

Assistant Archivist

July 1999 – August 2000

- Assisted the archivist and curator in building and maintaining four permanent collections including the library (50,000 titles), manuscripts (1.5 million items), photographs and prints (50,000 images), and museum (10,000 items) for a thriving historical society with 5,000+ members and 12,000 annual visitors.
- Authored two articles published in the quarterly newsletter; first article focused on the Shenandoah campaigns of 1864 and the second showcased historical perspectives of World War II from common soldiers.

Education:

1997–1999 Masters in Library and Information Science

UMD, College Park, MD

1993–1997 BS in History

UMD, College Park, MD

Associations/Organizations:

Council of State Archives (CoSA), Member

Society of American Archivists, Member

Action Verbs

Creative

acted
adapted
began
combined
conceptualized
condensed
created
customized
designed
developed
directed

displayed
drew
entertained
established
fashioned
formulated
illustrated
initiated
instituted
integrated
introduced

invented
modeled
modified
originated
performed
photographed
planned
revised
revitalized
shaped
solved

Communications

addressed
advertised
arbitrated
arranged
articulated
authored
clarified
collaborated
communicated
composed
condensed
conferred
consulted
contacted
conveyed
corresponded
debated
defined
delegated
described
developed

directed
discussed
drafted
edited
elicited
enlisted
explained
expressed
formulated
incorporated
influenced
interacted
interpreted
interviewed
involved
judged
lectured
listened
marketed
mediated
moderated
negotiated

observed
outlined
participated
persuaded
presented
promoted
proposed
publicized
reconciled
recruited
referred
reinforced
reported
resolved
responded
solicited
specified
spoke
summarized
synthesized
translated
wrote

Data

adjusted
allocated
analyzed
appraised
assessed
audited

balanced
calculated
computed
corrected
determined
developed

estimated
forecasted
managed
marketed
measured
planned

programmed
projected

reconciled
reduced

researched
retrieved

Helping

adapted
advocated
aided
answered
arranged
assessed
clarified
coached
collaborated
contributed

cooperated
counseled
demonstrated
diagnosed
educated
encouraged
ensured
expedited
facilitated
familiarize

furthered
guided
intervened
motivated
provided
presented
resolved
simplified
supplied

Leadership

approved
assigned
attained
authorized
chaired
considered
consolidated
contracted
controlled
converted
coordinated
decided
delegated
developed
directed
eliminated
emphasized
enforced

enhanced
established
executed
generated
handled
headed
hired
hosted
incorporated
increased
initiated
inspected
instituted
led
managed
merged
motivated
organized

originated
overhauled
oversaw
planned
presided
prioritized
produced
recommended
reorganized
replaced
restored
reviewed
scheduled
streamlined
strengthened
supervised

Organizing

approved
arranged
cataloged
categorized
charted
classified
coded
collected
compiled
corresponded

distributed
executed
filed
generated
implemented
incorporated
inspected
logged
maintained
monitored

obtained
operated
ordered
organized
prepared
processed
provided
purchased
recorded
registered

reserved
responded
reviewed
routed
scheduled

screened
set up
submitted
supplied
standardized

systematized
updated
validated
verified

Technical

assembled
built
calculated
coded
computed
conserved
constructed
converted
debugged
designed
determined

developed
engineered
fabricated
installed
maintained
operated
overhauled
programmed
rectified
regulated
remodeled

repaired
replaced
restored
solved
specialized
standardized
studied
upgraded
utilized

Other

achieved
adjusted
allocated
analyzed
appraised
assessed
audited
awarded
balanced
calculated
completed
computed
corrected
determined

developed
estimated
exceeded
expanded
forecasted
gained
improved
learned
managed
marketed
measured
pioneered
planned
programmed

projected
promoted
reconciled
reduced
researched
resolved
restored
retrieved
spearheaded
succeeded
surpassed
transformed
won

Resources

Government-specific Guidance

- Federal Resume Guidebook, 7th Ed: First-Ever Book on Federal Resume Writing Featuring the Outline Format Federal Resume
- [USAJOBS Tutorials](#)

Resume Writing Tips

- [archives.org: Guide to Effective Resumes: Resources for Archivists and Records Managers](#)
- [indeed.com: How To Explain Gaps in Employment on Your Resume](#)
- [How to Write a Great Resume and Cover Letter | Harvard Extension School \(2:44\)](#)
- [How to Write a Resume That Stands Out | Harvard Business Review \(7:54\)](#)
- [How to Write a Cover Letter That Sounds Like YOU \(and Gets Noticed\) | Harvard Business Review \(8:00\)](#)
- [What Makes a Great Resume | Harvard Business Review](#)
- [Combination Resume Tips and Examples | Indeed](#)
- [Harvard Business Review Template](#)

Interviewing Tips

- [Body Language Experts Break Down Job Interview Etiquette | WIRED \(9:38\)](#)
- [How to Ace an Interview | 5 Tips from a Harvard Career Advisor \(5:00\)](#)
- [How to Answer the Question, “Tell Me About Yourself” | Christine vs. Work | Harvard Business Review \(6:43\)](#)
- [Stand Out in a Job Interview | The Harvard Business Review Guide \(10:06\)](#)
- [38 Smart Questions to Ask in a Job Interview | The Harvard Business Review Guide \(9:24\)](#)



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[**www.archives.gov/careers**](http://www.archives.gov/careers)