

# Federal Careers

## Information Fact Sheets

### Federal Occupations by College Major

To help narrow your Federal job search, below is a list of academic majors and some Federal occupations directly related to those majors. Occupations with an asterisk (\*) require an academic degree or coursework in a particular area of study for entry into the occupation. For other occupations, experience or a combination of related coursework and experience may be substituted for a degree. The academic majors and occupations listed are not all-inclusive.

You may begin your Federal job search on USAJOBS by searching using the *four-digit Series number* of the Federal occupation listed under the major. When you find a Job Opportunity Announcement (a.k.a. job posting) that interests you, pay close attention to all sections of the announcement, especially: *Who May Be Considered*; *Qualifications and Evaluations*; and *How to Apply* so you will know the specific requirements you must meet.

#### **ACCOUNTING**

Labor Management Relations Examining Series 0244  
Accounting Series 0510\*  
Auditing Series 0511\*  
Internal Revenue Agent Series 0512\*  
Financial Institution Examining Series 0570  
Pension Law Specialist Series 0958  
Contracting Series 1102  
Industrial Property Management Series 1103  
Financial Analysis Series 1160  
Loan Specialist Series 1165  
Printing Services Series 1654  
Transportation Specialist Series 2101  
Transportation Industry Analysis Series 2110  
Motor Carrier Safety Series 2123  
Highway Safety Series 2125  
Traffic Management Series 2130  
Transportation Operations Series 2150  
Marine Cargo Series 2161

#### **ACTUARIAL SCIENCE**

Actuarial Science Series 1510\*

#### **AGRICULTURE**

General Natural Resources Management and Biological Sciences Series 0401\*  
Fish and Wildlife Administration Series 0480\*

#### **AGRICULTURAL ECONOMICS**

Commissary Management Series 1144  
Agricultural Program Specialist Series 1145

#### **AGRONOMY**

Agronomy Series 0471\*  
Agricultural Program Specialist Series 1145

#### **ANIMAL SCIENCES**

Physiology Series 0413\*  
Animal Science Series 0487\*

#### **ANIMAL OR POULTRY SCIENCE/HUSBANDRY**

Agricultural Program Specialist Series 1145

#### **ANTHROPOLOGY**

General Anthropology Series 0190\*

#### **APPLIED SCIENCES**

Industrial Specialist Series 1150

#### **ARCHEOLOGY**

Archeology Series 0193\*

#### **ARCHITECTURE**

Community Planning Series 0020\*  
Architecture Series 0808\*  
Construction Analyst Series 0828  
Exhibits Specialist Series 1010  
Illustrating Series 1020  
Visual Information Series 1084

#### **ARCHIVAL SCIENCE**

Archivist Series 1420\*

#### **ART HISTORY**

Visual Information Series 1084

#### **ART THERAPY**

Recreation/Creative Arts Therapist Series 0638\*

#### **ASTRONOMY**

Geophysics Series 1313\*  
Astronomy and Space Science Series 1330\*  
Navigational Information Series 1361



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### Federal Occupations by College Major

#### **ATMOSPHERIC SCIENCE**

Meteorology Series 1340\*

#### **AUDITING**

Pension Law Specialist Series 0958

#### **BANKING**

Financial Institution Examining Series 0570

Pension Law Specialist Series 0958

#### **BANKING LAW**

Financial Institution Examining Series 0570

#### **BEHAVIOR SCIENCES**

Social Sciences Series 0101\*

#### **BIOLOGICAL SCIENCES**

Outdoor Recreation Planning Series 0023

General Natural Resources Management and Biological Sciences Series 0401\*

Fish and Wildlife Administration Series 0480\*

Fishery Biology Series 0482\*

Wildlife Biology Series 0486\*

Consumer Safety Series 0696\*

Document Analysis Series 1397

Hospital Housekeeping Management Series 0673

#### **BIOLOGY**

Ecology Series 0408\*

Medical Technologist Series 0644\*

Food Technology Series 1382\*

#### **BOTANY**

Botany Series 0430\*

Plant Physiology Series 0435\*

#### **BUILDING CONSTRUCTION**

Construction Analyst Series 0828

#### **BUSINESS**

Contracting Series 1102

Actuarial Science Series 1510\*

#### **BUSINESS ADMINISTRATION**

Labor Management Relations Examining Series 0244

Telecommunications Series 0391

Financial Institution Examining Series 0570

Hospital Housekeeping Management Series 0673

Pension Law Specialist Series 0958

Industrial Property Management Series 1103

Trade Specialist Series 1140

Commissary Store Management Series 1144

Agricultural Program Specialist Series 1145

Industrial Specialist Series 1150

Financial Analysis Series 1160

Loan Specialist Series 1165

Facility Operations Services Series 1640

Printing Services Series 1654

Transportation Specialist Series 2101

Transportation Industry Analysis Series 2110

Motor Carrier Safety Series 2123

Highway Safety Series 2125

Traffic Management Series 2130

Transportation Operations Series 2150

Marine Cargo Series 2161

#### **BUSINESS LAW**

Trade Specialist Series 1140

Transportation Specialist Series 2101

Transportation Industry Analysis Series 2110

Motor Carrier Safety Series 2123

Highway Safety Series 2125

Traffic Management Series 2130

Transportation Operations Series 2150

Marine Cargo Series 2161

#### **CARTOGRAPHY**

Navigational Information Series 1361

Cartography Series 1370\*

#### **CHEMISTRY**

General Natural Resources Management and Biological Sciences Series 0401\*

Fish and Wildlife Administration Series 0480\*

Medical Technologist Series 0644\*

Hospital Housekeeping Management Series 0673

Consumer Safety Series 0696\*

Chemistry Series 1320\*

Food Technology Series 1382\*

#### **CIVIL ENGINEERING**

Outdoor Recreation Planning Series 0023

Land Surveying Series 1373\*



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### Federal Occupations by College Major

#### COMMERCE

Printing Services Series 1654  
Transportation Specialist Series 2101  
Transportation Industry Analysis Series 2110  
Motor Carrier Safety Series 2123  
Highway Safety Series 2125  
Traffic Management Series 2130  
Transportation Operations Series 2150  
Marine Cargo Series 2161

#### COMMERCIAL ART

Exhibits Specialist Series 1010  
Illustrating Series 1020  
Visual Information Series 1084  
Printing Services Series 1654

#### COMMERCIAL LAW

Financial Institution Examining Series 0570  
Trade Specialist Series 1140  
Transportation Specialist Series 2101  
Transportation Industry Analysis Series 2110  
Motor Carrier Safety Series 2123  
Highway Safety Series 2125  
Traffic Management Series 2130  
Transportation Operations Series 2150  
Marine Cargo Series 2161

#### COMMUNICATIONS

General Arts and Information Series 1001

#### COMMUNITY DEVELOPMENT

Public Health Educator Series 1725\*

#### COMMUNITY PLANNING

Community Planning Series 0020\*

#### COMPUTER SCIENCE

Telecommunications Series 0391  
Actuarial Science Series 1510\*  
Computer Science Series 1550\*  
Quality Assurance Series 1910  
Information Technology Management Series 2210

#### CORRECTIONAL ADMINISTRATION

Correctional Institution Administration Series 0006

#### COTTON TECHNOLOGY

Textile Technology Series 1384\*

#### CREATIVE ARTS THERAPY

Recreation/Creative Arts Therapist Series 0638\*

#### CRIMINOLOGY

Correctional Institution Administration Series 0006  
Document Analysis Series 1397

#### CULTURAL ANTHROPOLOGY

Foreign Affairs Series 0130\*  
International Relations Series 0131\*

#### DAIRY SCIENCE

Animal Science Series 0487\*

#### DAIRY TECHNOLOGY

Food Technology Series 1382\*

#### DANCE THERAPY

Recreation/Creative Arts Therapist Series 0638\*

#### DIETETICS

Dietitian and Nutritionist Series 0630\*

#### DRAFTING

Exhibits Specialist Series 1010  
Illustrating Series 1020  
Visual Information Series 1084

#### EARTH SCIENCE

Outdoor Recreation Planning Series 0023



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#### **ECONOMICS**

Community Planning Series 0020\*  
Outdoor Recreation Planning Series 0023  
Unemployment Insurance Series 0106  
Economist Series 0110\*  
Foreign Affairs Series 0130\*  
International Relations Series 0131\*  
Workforce Research and Analysis Series 0140\*  
Labor Management Relations Examining Series 0244  
Financial Institution Examining Series 0570  
Pension Law Specialist Series 0958  
Contracting Series 1102  
Trade Specialist Series 1140  
Agricultural Program Specialist Series 1145  
Financial Analysis Series 1160  
Loan Specialist Series 1165  
Actuarial Science Series 1510\*  
Printing Services Series 1654  
Transportation Specialist Series 2101  
Transportation Industry Analysis Series 2110  
Motor Carrier Safety Series 2123  
Highway Safety Series 2125  
Traffic Management Series 2130  
Transportation Operations Series 2150  
Marine Cargo Series 2161

#### **EDUCATION**

General Education and Training Series 1701\*  
Education and Vocational Training Series 1710\*  
Education Program Series 1720\*  
Training Instruction Series 1712  
Public Health Educator Series 1725\*

#### **EDUCATIONAL COUNSELING**

Vocational Rehabilitation Series 1715

#### **EDUCATIONAL PSYCHOLOGY**

Public Health Educator Series 1725\*

#### **ELECTRICAL ENGINEERING**

Telecommunications Series 0391

#### **ELECTRONIC ENGINEERING**

Telecommunications Series 0391

#### **ELECTRONICS**

Geophysics Series 1313\*  
Astronomy and Space Science Series 1330\*

#### **ENGINEERING**

Community Planning Series 0020\*  
Consumer Safety Series 0696\*  
General Engineering Series 0801\*  
Safety Engineering Series 0803\*  
Fire Protection Engineering Series 0804\*  
Materials Engineering Series 0806\*  
Civil Engineering Series 0810\*  
Environmental Engineering Series 0819\*  
Mechanical Engineering Series 0830\*  
Nuclear Engineering Series 0840\*  
Electrical Engineering Series 0850\*  
Computer Engineering Series 0854\*  
Electronics Engineering Series 0855\*  
Bioengineering & Biomedical Engineering Series 0858\*  
Aerospace Engineering Series 0861\*  
Naval Architecture Series 0871\*  
Mining Engineering Series 0880\*  
Petroleum Engineering Series 0881\*  
Agricultural Engineering Series 0890\*  
Chemical Engineering Series 0893\*  
Industrial Engineering Series 0896\*  
Construction Analyst Series 0828  
Industrial Specialist Series 1150  
Financial Analysis Series 1160  
Loan Specialist Series 1165  
Geophysics Series 1313\*  
Navigational Information Series 1361  
Facility Operations Services Series 1640  
Quality Assurance Series 1910  
Transportation Specialist Series 2101  
Transportation Industry Analysis Series 2110  
Motor Carrier Safety Series 2123  
Highway Safety Series 2125  
Traffic Management Series 2130  
Transportation Operations Series 2150  
Marine Cargo Series 2161  
Information Technology Management Series 2210

#### **ENGINEERING TECHNOLOGY**

Quality Assurance Series 1910

#### **ENGLISH COMPOSITION**

Printing Services Series 1654

#### **ENTOMOLOGY**

Entomology Series 0414\*

#### **EPIDEMIOLOGY**

Consumer Safety Series 0696\*





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### Federal Occupations by College Major

#### **FIBER TECHNOLOGY**

Textile Technology Series 1384\*

#### **FINANCE**

Financial Institution Examining Series 0570  
Pension Law Specialist Series 0958  
Contracting Series 1102  
Actuarial Science Series 1510\*  
Trade Specialist Series 1140  
Financial Analysis Series 1160  
Loan Specialist Series 1165  
Transportation Specialist Series 2101  
Transportation Industry Analysis Series 2110  
Motor Carrier Safety Series 2123  
Highway Safety Series 2125  
Traffic Management Series 2130  
Transportation Operations Series 2150  
Marine Cargo Series 2161

#### **FINE ARTS**

Exhibits Specialist Series 1010  
Illustrating Series 1020  
Visual Information Series 1084

#### **FOOD**

Dietitian and Nutritionist Series 0630\*

#### **FOOD SERVICE MANAGEMENT**

Dietitian and Nutritionist Series 0630\*

#### **FOOD TECHNOLOGY**

Consumer Safety Series 0696\*  
Food Technology Series 1382\*

#### **FOREIGN LANGUAGE**

Language Specialist Series 1040

#### **FORESTRY**

Outdoor Recreation Planning Series 0023  
Forestry Series 0460\*

#### **GENETICS**

Genetics Series 0440\*

#### **GEOGRAPHY**

Community Planning Series 0020\*  
Foreign Affairs Series 0130\*  
International Relations Series 0131\*  
Geography Series 0150\*  
Navigational Information Series 1361

#### **GEODESY**

Geodesy Series 1372\*

#### **GEOLOGY**

Geophysics Series 1313\*  
Geology Series 1350\*

#### **GEOPHYSICS**

Geophysics Series 1313\*

#### **GLOBAL BUSINESS MANAGEMENT**

Trade Specialist Series 1140

#### **GLOBAL PUBLIC POLICY**

Trade Specialist Series 1140

#### **GRAPHIC ARTS**

Document Analysis Series 1397  
Printing Services Series 1654

#### **HAZARDOUS MATERIALS MANAGEMENT**

Highway Safety Series 2125

#### **HEALTH EDUCATION**

Public Health Educator Series 1725\*

#### **HEALTH MANAGEMENT**

Public Health Educator Series 1725\*

#### **HISTORY**

Foreign Affairs Series 0130\*  
International Relations Series 0131\*  
History Series 0170\*  
Trade Specialist Series 1140

#### **HORTICULTURE**

Horticulture Series 0437\*

#### **HOSPITAL ADMINISTRATION**

Health System Administration Series 0670  
Health System Specialist Series 0671  
Hospital Housekeeping Management Series 0673

#### **HOTEL ADMINISTRATION**

Hospital Housekeeping Management Series 0673

#### **ILLUSTRATIVE DESIGN**

Exhibits Specialist Series 1010  
Illustrating Series 1020



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### Federal Occupations by College Major

#### **INDUSTRIAL ARTS**

Facility Operations Services Series 1640

#### **INDUSTRIAL DESIGN**

Exhibits Specialist Series 1010

Illustrating Series 1020

Visual Information Series 1084

#### **INDUSTRIAL ENGINEERING**

Printing Services Series 1654

#### **INDUSTRIAL HYGIENE**

Safety & Occupational Health Management Series 0018

Industrial Hygiene Series 0690\*

#### **INDUSTRIAL MANAGEMENT**

Telecommunications Series 0391

Contracting Series 1102

Industrial Property Management Series 1103

Industrial Specialist Series 1150

Quality Assurance Series 1910

Transportation Specialist Series 2101

Transportation Industry Analysis Series 2110

Motor Carrier Safety Series 2123

Highway Safety Series 2125

Traffic Management Series 2130

Transportation Operations Series 2150

Marine Cargo Series 2161

#### **INDUSTRIAL RELATIONS**

Unemployment Insurance Series 0106

Labor Management Relations Examining Series 0244

Pension Law Specialist Series 0958

#### **INFORMATION SCIENCE**

Information Technology Management Series 2210

#### **INFORMATION SYSTEMS MANAGEMENT**

Telecommunications Series 0391

Information Technology Management Series 2210

#### **INSTITUTION MANAGEMENT**

Dietitian and Nutritionist Series 0630\*

#### **INSURANCE**

Financial Analysis Series 1160

Loan Specialist Series 1165

Actuarial Science Series 1510\*

#### **INTERIOR DESIGN**

Interior Design Series 1008

Exhibits Specialist Series 1010

Illustrating Series 1020

Visual Information Series 1084

#### **INTERNATIONAL AFFAIRS**

Trade Specialist Series 1140

#### **INTERNATIONAL BUSINESS**

Trade Specialist Series 1140

#### **INTERNATIONAL ECONOMICS**

Trade Specialist Series 1140

#### **INTERNATIONAL FINANCE**

Trade Specialist Series 1140

#### **INTERNATIONAL RELATIONS**

Foreign Affairs Series 0130\*

International Relations Series 0131\*

Trade Specialist Series 1140

#### **INTERNATIONAL TRADE**

Trade Specialist Series 1140

#### **JOURNALISM**

General Arts and Information Series 1001

Printing Services Series 1654

#### **KINESIOTHERAPY**

Kinesiotherapy Series 0635\*

#### **LABOR ECONOMICS**

Labor Management Relations Examining Series 0244

#### **LABOR RELATIONS**

Labor Management Relations Examining Series 0244

#### **LANDSCAPE ARCHITECTURE**

Community Planning Series 0020\*

Outdoor Recreation Planning Series 0023

Landscape Architecture Series 0807\*

#### **LANDSCAPE DESIGN**

Landscape Architecture Series 0807\*

#### **LAND SURVEYING**

Land Surveying Series 1373\*



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### Federal Occupations by College Major

#### **LEISURE**

Recreation Specialist Series 0188

#### **HUMANITIES**

Foreign Affairs Series 0130\*

International Relations Series 0131\*

#### **LIFE SCIENCES**

Chemistry Series 1320\*

#### **MARINE AFFAIRS**

Transportation Operations Series 2150

#### **MARINE ENGINEERING**

Transportation Operations Series 2150

#### **MARINE TRANSPORTATION**

Transportation Operations Series 2150

#### **MARKETING**

Financial Institution Examining Series 0570

Contracting Series 1102

Industrial Property Management Series 1103

Trade Specialist Series 1140

Agricultural Program Specialist Series 1145

#### **MATHEMATICS**

Telecommunications Series 0391

Pension Law Specialist Series 0958

Financial Analysis Series 1160

Loan Specialist Series 1165

Geophysics Series 1313\*

Astronomy and Space Science Series 1330\*

Navigational Information Series 1361

Actuarial Science Series 1510\*

Mathematics Series 1520\*

Mathematical Statistics Series 1529\*

Quality Assurance Series 1910

Information Technology Management Series 2210

#### **MEDICAL RECORDS ADMINISTRATION**

Medical Records Administration Series 0669

#### **MEDICAL TECHNOLOGY**

Medical Technologist Series 0644\*

#### **MEDICAL SCIENCE**

Consumer Safety Series 0696\*

#### **METALLURGY**

Metallurgy Series 1321\*

#### **METALLURGICAL ENGINEERING**

Metallurgy Series 1321\*

#### **METEOROLOGY**

Geophysics Series 1313\*

Meteorology Series 1340\*

Navigational Information Series 1361

#### **MICROBIOLOGY**

Microbiology Series 0403\*

Food Technology Series 1382\*

#### **MOTION PICTURE PRODUCTION**

Audiovisual Production Series 1071

#### **MOTOR MECHANICS**

Transportation Specialist Series 2101

Transportation Industry Analysis Series 2110

Motor Carrier Safety Series 2123

Highway Safety Series 2125

Traffic Management Series 2130

Transportation Operations Series 2150

Marine Cargo Series 2161

#### **MUSEUM**

Museum Curator Series 1015\*

#### **MUSIC THERAPY**

Recreation/Creative Arts Therapist Series 0638\*

#### **NATURAL RESOURCE MANAGEMENT**

General Natural Resources Management and Biological Sciences Series 0401\*

Fish and Wildlife Administration Series 0480\*

#### **NATURAL RESOURCE MANAGEMENT AND CONSERVATION**

Outdoor Recreation Planning Series 0023

#### **NATURAL SCIENCE**

Health Physics Series 1306\*

#### **NAUTICAL SCIENCE**

Transportation Operations Series 2150

#### **NAVIGATION**

Navigational Information Series 1361



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### Federal Occupations by College Major

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#### **NUTRITION**

Dietitian and Nutritionist Series 0630\*  
Consumer Safety Series 0696\*

#### **OCEANOGRAPHY**

Oceanography Series 1360\*

#### **OCCUPATIONAL HEALTH**

Safety and Occupational Health Management Series 0018

#### **OCCUPATIONAL THERAPY**

Occupational Therapist Series 0631\*

#### **OPERATIONS RESEARCH**

Operations Research Series 1515\*  
Information Technology Management Series 2210

#### **OUTDOOR RECREATION PLANNING**

Outdoor Recreation Planning Series 0023

#### **PARK ADMINISTRATION**

Outdoor Recreation Planning Series 0023

#### **PARKS AND RECREATION**

Recreation Specialist Series 0188

#### **PERSONNEL ADMINISTRATION/HUMAN RESOURCES MANAGEMENT**

Labor Management Relations Examining Series 0244

#### **PHOTOGRAPHY**

Audiovisual Production Series 1071  
Visual Information Series 1084

#### **PHYSICAL EDUCATION**

Sports Specialist Series 0030  
Recreation Specialist Series 0188  
Kinesiotherapy Series 0635\*

#### **PHYSICAL SCIENCES**

Consumer Safety Series 0696\*  
General Physical Science Series 1301\*  
Geophysics Series 1313\*  
Chemistry Series 1320\*  
Document Analysis Series 1397  
Quality Assurance Series 1910

#### **PHYSICS**

Telecommunications Series 0391  
Physics Series 1310\*  
Geophysics Series 1313\*  
Astronomy and Space Science Series 1330\*  
Navigational Information Series 1361  
Food Technology Series 1382\*

#### **PHYSIOLOGY**

Physiology Series 0413\*

#### **PLANT PATHOLOGY**

Plant Pathology Series 0434\*

#### **PLANT PHYSIOLOGY**

Plant Physiology Series 0435\*

#### **POLICE SCIENCE**

Document Analysis Series 1397

#### **POLITICAL SCIENCE**

Community Planning Series 0020\*  
Unemployment Insurance Series 0106  
Foreign Affairs Series 0130\*  
International Relations Series 0131\*  
Workforce Research and Analysis Series 0140\*  
Labor Management Relations Examining Series 0244  
Trade Specialist Series 1140

#### **POULTRY SCIENCE**

Animal Science Series 0487\*

#### **PRODUCTION MANAGEMENT**

Industrial Property Management Series 1103  
Quality Assurance Series 1910

#### **PRINTING**

Printing Services Series 1654

#### **PRINTING ENGINEERING**

Printing Services Series 1654

#### **PROPERTY MANAGEMENT**

Facility Operations Services Series 1640

#### **PSYCHODRAMA**

Recreation/Creative Arts Therapist Series 0638\*





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#### **PSYCHOLOGY**

Correctional Institution Administration Series 0006  
Workforce Research and Analysis Series 0140\*  
Psychology Series 0180\*

#### **PUBLIC ADMINISTRATION**

Community Planning Series 0020\*  
Unemployment Insurance Series 0106  
Hospital Housekeeping Management Series 0673  
Pension Law Specialist Series 0958  
Trade Specialist Series 1140  
Commissary Management Series 1144  
Highway Safety Series 2125

#### **PUBLIC HEALTH ADMINISTRATION**

Health System Administration Series 0670  
Health System Specialist Series 0671

#### **PUBLIC UTILITIES**

Telecommunications Series 0391

#### **QUALITY ASSURANCE**

Quality Assurance Series 1910

#### **RADIO PRODUCTION**

Audiovisual Production Series 1071

#### **RANGE MANAGEMENT**

Rangeland Management Series 0454\*

#### **RECREATION**

Outdoor Recreation Planning Series 0023  
Recreation Specialist Series 0188

#### **RECREATIONAL THERAPY**

Recreation/Creative Arts Therapist Series 0638\*

#### **SAFETY**

Safety and Occupational Health Management Series 0018

#### **SANITARY SCIENCE**

Hospital Housekeeping Management Series 0673

#### **SOCIAL ANTHROPOLOGY**

Foreign Affairs Series 0130\*  
International Relations Series 0131\*

#### **SOCIAL SCIENCE**

Social Science Series 0101\*

#### **SOCIAL WORK**

Correctional Institution Administration Series 0006  
Public Health Educator Series 1725\*

#### **SOCIOLOGY**

Correctional Institution Administration Series 0006  
Community Planning Series 0020\*  
Outdoor Recreation Planning Series 0023  
Unemployment Insurance Series 0106  
Foreign Affairs Series 0130\*  
International Relations Series 0131\*  
Workforce Research and Analysis Series 0140\*  
Sociology Series 0184\*  
Public Health Educator Series 1725\*

#### **SOIL CONSERVATION**

Soil Conservation Series 0457\*

#### **SOIL SCIENCE**

Soil Science Series 0470\*  
Agricultural Program Specialist Series 1145

#### **SPACE SCIENCE**

Astronomy and Space Science Series 1330\*

#### **STATISTICS**

Foreign Affairs Series 0130\*  
International Relations Series 0131\*  
Telecommunications Series 0391  
Industrial Property Management Series 1103  
Financial Analysis Series 1160  
Loan Specialist Series 1165  
Actuarial Science Series 1510\*  
Mathematical Statistics Series 1529\*  
Statistics Series 1530\*  
Quality Assurance Series 1910  
Transportation Specialist Series 2101  
Transportation Industry Analysis Series 2110  
Motor Carrier Safety Series 2123  
Highway Safety Series 2125  
Traffic Management Series 2130  
Transportation Operations Series 2150  
Marine Cargo Series 2161  
Information Technology Management Series 2210

#### **TELECOMMUNICATIONS MANAGEMENT**

Telecommunications Series 0391

#### **TELEVISION PRODUCTION**

Audiovisual Production Series 1071



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#### **TEXTILE AND APPAREL STUDIES**

Trade Specialist Series 1140

#### **TEXTILES**

Quality Assurance Series 1910

#### **TEXTILE TECHNOLOGY**

Textile Technology Series 1384

#### **TOXICOLOGY**

Toxicology Series 0415\*

#### **TRAFFIC MANAGEMENT**

Transportation Specialist Series 2101

Transportation Industry Analysis Series 2110

Motor Carrier Safety Series 2123

Highway Safety Series 2125

Traffic Management Series 2130

Transportation Operations Series 2150

Marine Cargo Series 2161

#### **TRANSPORTATION**

Transportation Specialist Series 2101

Transportation Industry Analysis Series 2110

Motor Carrier Safety Series 2123

Highway Safety Series 2125

Traffic Management Series 2130

Transportation Operations Series 2150

Marine Cargo Series 2161

#### **URBAN AFFAIRS**

Community Planning Series 0020\*

#### **URBAN PLANNING**

Outdoor Recreation Planning Series 0023

#### **VISUAL COMMUNICATION**

Illustrating Series 1020

Visual Information Series 1084

#### **VOCATIONAL REHABILITATION**

Vocational Rehabilitation Series 1715

#### **WILDLIFE MANAGEMENT**

Wildlife Refuge Management Series 0485\*

#### **ZOOLOGY**

Zoology Series 0410\*

Wildlife Refuge Management Series 0485\*

#### **ANY MAJOR (Not All-Inclusive)**

Environmental Protection Specialist Series 0028

Security Administration Series 0080

Social Insurance Administration Series 0105

Health Insurance Administration Series 0107

Intelligence Series 0132

Human Resources Management Series 0201

Equal Employment Opportunity Series 0260

Program Management Series 0340

Administrative Officer Series 0341

Management and Program Analysis Series 0343

Logistics Management Series 0346

Financial Administration and Program Series 0501

Budget Analysis Series 0560

General Legal and Kindred Administration Series 0901

Paralegal Specialist Series 0950

Workers' Compensation Claims Examining Series 0991

Veterans Claims Examining Series 0996

Public Affairs Series 1035

Writing and Editing Series 1082

Realty Series 1170

Education and Training Technician Series 1702

General Investigation Series 1810

Supply Program Management Series 2003

Inventory Management Series 2010



## Grades and Qualifications

The GS pay schedule is the most common pay schedule, but there are others, including the wage scale and special rates.

If you've never worked in the Federal Government, you don't have to include a series or grade on your resume for previous, non-government jobs. However, when you apply, you might have to say the highest grade you'd like, or are eligible for.

### Determining which grade is appropriate

If you're just starting out in the workforce, and you have a high school diploma or as little as three months of general work experience, you can qualify for jobs at the GS-2. If you have more months of general experience, you can qualify for the GS-3 and GS-4 levels. Starting at GS-5, jobs generally require 1 year of specialized experience to qualify.

**Graduates:** When you have a degree but no specialized experience in a career field, you're eligible for the GS-5 jobs. You can qualify for GS-7 jobs, if you maintained a B average, or met other academic credentials in college.

**Experience:** To qualify for jobs at the GS-7 and higher grades, you must have specific work experience related to the job you want and its responsibilities.

**Advanced degree:** You can qualify for GS-9 positions if you have a master's degree, and for GS-11 positions if you have a doctorate.

## Experience and Education Requirements by Category

### Clerical and Administrative Support Positions

GRADE/ POSITIONS	EXPERIENCE		EDUCATION
	GENERAL	SPECIALIZED	
<b>GS-1</b> All positions	None	None	None
<b>GS-2</b> All positions	3 months	None	High school graduation or equivalent
<b>GS-3</b> Clerk-Steno ----- All other positions	6 months	None	High school graduation or equivalent ----- 1 year above high school
<b>GS-4</b> All positions	1 year	None	2 years above high school
<b>GS-5</b> Clerk-Steno ----- All other positions	2 years none	None ----- 1 year equivalent to at least GS-4	4 years above high school (except Reporting Stenographer)
<b>GS-6 and above</b> All positions	None	1 year equivalent to at least next lower grade level	Generally, not applicable

## Technical and Medical Support Positions

GRADE	EXPERIENCE		EDUCATION
	GENERAL	SPECIALIZED	
<b>GS-1</b>	None	None	None
<b>GS-2</b>	3 months	None	High school graduation or equivalent
<b>GS-3</b>	6 months	None	1 year above high school with course(s) related to the occupation, if required
<b>GS-4</b>	6 months	6 months	2 years above high school with courses related to the occupation, if required
<b>GS-5</b>	None	1 year equivalent to at least GS-4	4-year course of study above high school leading to a bachelor's degree with courses related to the occupation, if required
<b>GS-6 and above</b>	None	1 year equivalent to at least next lower grade level	

## Administrative and Management Positions

GRADE	EDUCATION	EXPERIENCE	
		GENERAL	SPECIALIZED
<b>GS-5</b>	4-year course of study leading to a bachelor's degree	3 years, 1 year of which was equivalent to at least GS-4	None
<b>GS-7</b>	1 full year of graduate level education or superior academic achievement	None	1 year equivalent to at least GS-5
<b>GS-9</b>	master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related	None	1 year equivalent to at least GS-7
<b>GS-11</b>	Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related	None	1 year equivalent to at least GS-9
<b>GS-12 and above</b>	None	None	1 year equivalent to at least next lower grade level



## Professional and Scientific Positions

GRADE/ POSITIONS	EDUCATION	SPECIALIZED EXPERIENCE
GS-7	1 year of graduate-level education <i>or</i> superior academic achievement	1 year equivalent to at least GS-5
GS-9	2 years of progressively higher level graduate education leading to a master's degree <i>or</i> master's or equivalent graduate degree	1 year equivalent to at least GS-7
GS-11	3 years of progressively higher level graduate education leading to a Ph.D. degree <i>or</i> Ph.D. or equivalent doctoral degree	1 year equivalent to at least GS-9
GS-12 and above		1 year equivalent to at least next lower grade level
<b>Research Positions</b>		
GS-11 research positions	Master's or equivalent graduate degree	1 year equivalent to at least GS-9
GS-12 research positions	Ph.D. or equivalent doctoral degree	1 year equivalent to at least GS-11
GS-13 and above research positions		1 year equivalent to at least next lower grade level

## Competitive Service Student Trainee Positions

GRADE	LEVEL OF EDUCATION
GS-2	High school diploma or equivalent
GS-3	Completion of 1 academic year of post-high school study
GS-4	Completion of 2 academic years of post-high school study or associate's degree

## Pathways Internship Positions

GRADE	LEVEL OF EDUCATION
GS-1	Enrollment in a high school diploma or General Education Diploma (GED) program.
GS-2	Completion of high school or GED diploma.
GS-3	Completion of 1 full academic year of post-high school study.
GS-4	Completion of 2 full academic years of post-high school study or an associate's degree.
GS-5	Completion of 4 academic years of post-high school leading to a bachelor's degree or equivalent degree.
GS-7	Completion of 1 full academic year of graduate level education; or Eligibility under the Superior Academic Achievement Provision and completion of a bachelor's degree.
GS-9	Completion of 2 academic years of graduate level education, or a master's degree or equivalent graduate degree.
GS-11	For research positions, completion of all requirements for a master's or equivalent graduate degree. For non-research positions, completion of all requirements for a PhD or equivalent degree.



The Pathways Program offers federal internship and employment opportunities for current students, recent graduates and those with an advanced degree. There are three different paths available:

## Eligibility

- **Internship Program**

The Internship Program is for current students. If you're a current student in high school, college, trade school or other qualifying educational institution, you may be eligible. This program offers paid opportunities to work in federal agencies and explore federal careers while completing your education.

- **Recent Graduates Program**

The recent graduate program is for those who have graduated, within the past two years, from a qualifying educational institution or certificate program. The recent graduate program offers career development with training and mentorship.

You must apply within two years of getting your degree or certificate (veterans have up to six years to apply due to their military service obligation).

- **Presidential Management Fellows (PMF) Program**

This program is for recent graduates with an advanced degree—either a professional or graduate degree such as a master's, Ph.D. or J.D. You may be eligible if you:

- Have completed an advanced degree from a qualifying educational institution or program within the past two years.
- Are a current graduate student and will complete all of your degree requirements (including dissertations) by the PMF application deadline.

## Jobs open to Students & recent graduates

In the job announcement look for the **This job is open to** section. When a job is open to **Students & recent graduates** you'll see the Students icon: 

There may be other groups listed that can also apply.

You can also select the **Students & recent graduates** filter, or the summer or seasonal appointment type filter in search. Your results will display all jobs open to Students and recent graduates.

## Documents you may need

### TRANSCRIPTS

You can upload and save documents to your USAJOBS account. Once uploaded, you can submit these forms with your job application as needed.

# USAJobs.gov

USAJobs.gov is the official job site of the U.S. Federal Government where you can search and apply for jobs.

With a USAJOBS account you can:

- Create a personal profile
- Create or upload up to five distinct resumes
- Search for jobs by agency, occupation, location and more
- Save job searches and receive automatic notifications
- Save jobs of interest
- Learn about the Federal hiring process and special hiring programs

## Create a USAJOBS account

It's important you create an account and a profile. Your account and profile are used to help complete the job application, as well as improve job search results.

Your account includes all the information needed to apply to a federal job. You'll be asked to create a profile, which includes information such as name, address and other important details that are submitted for each job application. Your profile allows you to manage these personal details in one place.

1. Select the **Create an Account** link located on the USAJOBS homepage.
2. Enter your primary email and create a username.
3. Select **I agree. Create my account.**
4. A personalized link will be sent your email. Select the personalized link to continue creating your USAJOBS account.
5. Please add your Personal Information and Account Information.
6. Select **I have read and understand the security tips.**
7. Then, Select **I agree. Create my account.**
8. You will be redirected to the Sign In page.
9. Enter your Username or Primary/Secondary Email and Password.
10. Select **Sign In.**

**Please note:** You do not need to create a USAJOBS account to search for jobs, but you must create an account and profile to apply for job announcements posted on USAJOBS.

## Create or upload a resume

You can either upload a resume or create one using the Resume Builder. You can store multiple resumes within your account—this will help you target your resume to different types of jobs.

**Note:** Bullets and formatted items will not translate well when creating a resume using the USAJobs resume builder. Upload resumes containing special formatting to your account.

## Search for jobs

**Search by keyword:** Search by job title, department, agency, job series or other keywords.

**Search by location:** Search for jobs by entering a country, state, city or zip code in the location search box.

Filter your search results

On the search results page, you can filter your results using multiple criteria, including:

- Hiring path
- Pay
- Department
- Agency
- Series
- Location and radius
- Work schedule
- Appointment type
- Security clearance
- Travel percentage

## Saved searches and notifications

You can set up automated job searches based on your search criteria. USAJOBS will email you (daily, weekly or monthly) when there are new jobs entered into the database that meet your needs.

**To save a job search and sign up for email notifications:**

1. Sign into your USAJOBS account. If you don't have an account, you need to create one. Only signed in users can save their search.
2. Start a job search by entering a keyword or location in the search box and click **Search**.
3. Narrow your results using filters.
4. Click **Save this search** on the search results page located above the search results.
5. Name your search—this will help you manage your saved searches.
6. Choose how often you want to get notified. We recommend daily if you're looking for very specific jobs since some jobs can open and close within a week. If you select daily, you'll receive one email per day IF new jobs have been posted that match your criteria in the last 24 hours.
7. Click **Save**.



## Understand the job announcement

Federal agencies post job announcements on USAJOBS to advertise their current job openings. While these job announcements can be lengthy, they include valuable information about the job and it's important you read each section before applying.

The job announcement includes the following sections:

- Overview
- Locations
- Duties
- Requirements
- Required documents
- Benefits
- How to apply

## Review the job announcement

Once you find a job you're interested in, read the entire job announcement and pay close attention to the:

- "Qualifications" section to learn if you're eligible and meet the minimum qualifications.
- "How to Apply" section to learn about agency specific instructions, required documents and contact information.
- Find out which jobs you may be eligible for
- Know the types of documents you may need to provide

## Job announcement overview

The details at the top of the job announcement tell you how long you have to apply, the salary, work schedule and the type of appointment and service.

**Open and closing date:** The open date is the first day you can submit an application to the job. The closing date is the last day you can submit an application for the job—you can't submit an application after 11:59pm EST (Eastern Standard Time) on that date.

**Pay scale and grade:** This tells you the type of pay system. The Federal Government has different pay systems, which helps determine the salary.

**Appointment type:** The appointment type tells you how long the job will last. Permanent jobs don't have a time-limit. Temporary jobs do have a time-limit, which could be two years, four years or some other amount of time.

**Service:** There are three different services in the Federal Government; Competitive, Excepted and Senior Executive. Each service type has different rules for how they classify jobs and hire and pay employees.

**Salary:** Each job announcement shows the starting salary and sometimes it will show a salary range.

**Work schedule:** This tells you how often you will work.

## Requirements of the job announcement

The **Requirements** section describes the type of experience you need, certain conditions you need to agree to for the job and how the hiring agency will evaluate your application.

### Conditions of Employment

This section lists 'conditions' that you must agree to, or qualify for, if you get hired and accept the job. The conditions may vary from job to job. A few examples include:

- Type of citizenship
- Specific resume instructions
- The need for a background investigation

### Qualifications

The **Qualifications** section describes the experience, skills and other job related criteria. You must meet these qualifications to be considered for the job. It's important that you read the entire section; some job announcements include multiple qualifications.

### How you will be evaluated

The **How You Will Be Evaluated** section describes how the agency will evaluate your application. This section may include additional evaluation criteria, such as including a writing sample or completing a job assessment.

### Preview job questionnaire

At the bottom of this section is a link to preview the job assessment questions—read these questions before you apply to the job. Your resume must support your answers to the job questionnaire.

## Finding a job

Read the entire job announcement. Focus on the following sections to understand whether or not you qualify for the position. This critical information is found under:

- **Duties and Qualifications**
- **How to Apply** (including a preview of the assessment questionnaire)
- **How You Will be Evaluated**

Make sure you have the required experience and/or education before you apply. Hiring agencies use the job announcement to describe the job and the required qualifications, including:

- Level and amount of experience
- Education
- Training

## Prepare your application

To create an application on USAJOBS:

1. Sign into your USAJOBS account.
2. Make sure all four sections of your Profile (Contact, Eligibility, Demographics and Preferences) are up-to-date. During the application process some of this information is sent to the hiring agency.
3. Find the job announcement you want to apply to – you can search for jobs by keyword or location, or use your **Saved Searches**.
4. Thoroughly review the job announcement, including the **How to Apply** and **Required Documents** sections.
5. Click **Apply**. The USAJOBS application process will guide you through five steps:
  1. **Select Resume**
  2. **Select Documents**
  3. **Review Package**
  4. **Include Personal Info**
  5. **Continue Application with Agency**
6. During the final step, you'll be asked to certify that your application is true, complete, and made in good faith. If you answer YES, check the box and click **Continue to Agency Site**. Select **Previous** if you'd like to go back to review or edit your information.

Once you select **Continue to Agency Site**, you'll be sent to the agency application system where you may have to complete additional steps.

## Submit your application

Once your application is ready, you'll be transferred to the hiring agency application system and at that point you move into the hiring agency process.

## Important facts about the federal hiring process

- The Federal Government does have a standard job application. Your resume is your application.
- Hiring agencies use the job announcement to describe the job and list the required qualifications and responsibilities.
- After applying, the hiring agency uses the information in your resume to verify if you have the required qualifications stated in the job announcement.
- Once the hiring agency has determined who is qualified, they may use other assessments such as interviews or testing to determine the best qualified applications.

## Check your USAJOBS account for status updates

You can check the status of your application in your USAJOBS account—your account will show your job application history.

## **Federal resume tips**

Your resume is the primary way for you to communicate your education, skills and experience. Federal jobs often require that you have experience in a particular type of work for a certain period of time. You must show how your skills and experiences **meet the qualifications and requirements listed in the job announcement** to be considered for the job.

Make sure you have the required experience and/or education before you apply. Hiring agencies use the job announcement to describe the job and the required qualifications, including:

- Level and amount of experience
- Education
- Training

### **What to include in a resume**

When applying for a federal job, it's important to clearly describe how your skills and work experiences align to the selection criteria defined by the job announcement. You should tailor your resume to the job announcement to which you are applying.

### **Include dates, hours, level of experience and examples for each work experience**

For each work experience you list, make sure you include:

- Start and end dates (including the month and year).
- The number of hours you worked per week.
- The level and amount of experience—for instance, whether you served as a project manager or a team member helps to illustrate your level of experience.
- Examples of relevant experiences and accomplishments that prove you can perform the tasks at the level required for the job as stated in the job announcement. Your experience needs to address every required qualification.
- Experience/Accomplishment

### **Include volunteer work and roles in community organizations**

Don't limit yourself to only including paid work experience. Include relevant volunteer work or community organizations roles that demonstrate your ability to do the job.

### **Customize your resume**

You should tailor your resume to the job announcement. Customizing your resume helps you match your competencies, knowledge, skills, abilities and experience to the requirements for each job. Emphasize your strengths and include everything you've done that relates to the job you're seeking. Leave out experience that isn't relevant.



## **Use similar terms and address every required qualification**

Your experience needs to address every required qualification in the job announcement. Hiring agencies will look for specific terms in your resume to make sure you have the experience they're seeking.

For example, if the qualifications section says you need experience with "MS Project" you need to use the words "MS Project" in your resume.

## **Organize your resume**

You need to organize your resume to help agencies evaluate your experience. If you don't provide the information required for the hiring agency to determine your qualifications, you might not be considered for the job.

- Use reverse chronological order to list your experience—start with your most recent experience first and work your way back.
- Provide greater detail for experience that is relevant to the job for which you are applying.
- Show all experiences and accomplishments under the job in which you earned it. This helps agencies determine the amount of experience you have with that particular skill.
- **Use either bullet or paragraph format** to describe your experiences and accomplishments. **Note:** Bullets and formatted items will not translate well when creating a resume using the USAJobs resume builder. Upload resumes containing special formatting to your account.
- Use plain language— avoid using acronyms and terms that are not easily understood.

## **Be concise**

Hiring agencies often receive dozens or even hundreds of resumes for certain positions. Hiring managers quickly skim through submissions and eliminate candidates who clearly are not qualified. Look at your resume and ask:

- Can a hiring manager see my main credentials within 10 to 15 seconds?
- Does critical information jump off the page?
- Do I effectively sell myself on the top quarter of the first page?

## **Review your resume before you apply**

Check your resume for spelling and grammatical errors and have someone else, with a good eye for detail, review your resume.

# Power Verbs For Your Resume

## Getting Results

Example: Increased student participation by 25% over a 6-month period

Accomplished	Constructed	Ensured	Hastened	Minimized	Reduced (losses)
Achieved	Contributed	Excelled	Heightened	Modernized	Rejuvenated
Added	Delivered	Expanded	Improved	Obtained	Renovated
Advanced	Demonstrated	Expedited	Increased	Opened	Restored
Attained	Diminished	Extended	Innovated	Orchestrated	Targeted
Augmented	Earned	Finalized	Integrated	Overcame	Uncovered
Boosted	Eclipsed	Fulfilled	Introduced	Prevailed	
Built	Eliminated	Gained	Invented	Produced	
Combined	Enlarged	Generated	Joined	Qualified	
Completed	Enjoyed	Grew	Launched	Realized	
Consolidated	Enlisted	Guaranteed	Lightened	Received	

## Problem Solving

Example: Streamlined ordering through the use of computer technology, decreasing wait time from 6-2 days

Alleviated	Conceptualized	Detected	Found	Repaired	Solved
Analyzed	Created	Diagnosed	Investigated	Revamped	Synthesized
Brainstormed	Debugged	Engineered	Recommended	Revitalized	Theorized
Collaborated	Decided	Foresaw	Remedied	Revived	
Conceived	Deciphered	Formulated	Remodeled	Satisfied	

## Quantitative

Example: converted files from COBAL to JAVA in order to increase compatibility with current systems

Accounted for	Checked	Dispensed	Grossed	Projected	Tabulated
Appraised	Compiled	Dispersed	Increased	Purchased	Totaled
Approximated	Compounded	Earned	Inventoried	Quantified	
Audited	Computed	Enumerated	Maximized	Rated	
Balanced	Conserved	Estimated	Multiplied	Reconciled	
Budgeted	Converted	Figured	Netted	Recorded	
Calculated	Counted	Financed	Profited	Reduced	

## Communicating

Example: Presented to groups of 30+ transfer students on a weekly basis concerning university policies and procedures

Acted	Composed	Elicited	Justified	Rendered	Summarized
Adapted	Consented	Explained	Lectured	Reported	Supplemented
Admitted	Concluded	Extracted	Marketed	Represented	Supported
Addressed	Convinced	Fabricated	Mediated	Revealed	Surveyed
Allowed	Consulted	Fashioned	Moderated	Sanctioned	Synthesized
Amended	Corresponded	Greeted	Negotiated	Settled	Systematized
Arbitrated	Critiqued	Highlighted	Perceived	Shaped	Tested
Argued	Dedicated	Illustrated	Persuaded	Smoothed	Taught
Ascertained	Defined	Improvised	Presented	Specified	Translated
Attested	Deliberated	Indicated	Publicized	Spoke	Transmitted
Briefed	Demonstrated	Inferred	Queried	Sold	Verified
Clarified	Drafted	Informed	Questioned	Solicited	Welcomed
Cleared up	Dramatized	Instructed	Referred	Submitted Wrote	
Closed	Edited	Interpreted	Reinforced	Substantiated	
Communicated	Educated	Interviewed	Related	Suggested	

## Helping

Example: Provided academic support for 30+ at-risk primary school students through comprehensive after-school program

Aided	Bolstered	Eased	Familiarized	Prescribed	Returned
Accommodated	Coached	Elevated	Helped	Provided	Saved
Advised	Continued	Enabled	Interceded	Protected	Served
Alleviated	Cooperated	Endorsed	Mobilized	Rehabilitated	Sustained
Assisted	Counseled	Enhanced	Modeled	Relieved	Tutored
Assured	Dealt	Enriched	Polished	Rescued	Validated

# Power Verbs For Your Resume

## Planning

Example: Developed & implemented a training program that resulted in a 45% increase in employee satisfaction

Administered	Developed	Formulated	Prepared	Revised
Anticipated	Devised	Identified	Prioritized	Strategize
Commissioned	Evaluated	Observed	Researched	Studied
Determined	Forecasted	Planned	Reserved	Tailored

## Organizing

Example: Coordinated weekly office schedules for 8 employees

Acquired	Cataloged	Designated	Logged	Routed
Activated	Centralized	Designed	Mapped out	Scheduled
Adjusted	Charted	Dispatched	Neatened	Selected
Allocated	Classified	Established	Obtained	Secured
Altered	Collected	Facilitated	Ordered	Simplified
Appointed	Committed	Housed	Organized	Sought
Arranged	Confirmed	Implemented	Procured	Straightened
Assembled	Contracted	Incorporated	Programmed	Suggested
Assessed	Coordinated	Instituted	Recruited	Tracked
Assigned	Customized	Issued	Rectified	Tracked
Authorized	Delegated	Linked	Retrieved	

## Executing

Example: Handled 20-35+ customer calls per shift regarding coverage changes, renewal rates and billing procedures

Acted	Displayed	Input	Processed	Sold
Administered	Distributed	Installed	Produced	Stocked
Carried out	Entered	Labored	Proofed	Transacted
Collected	Exercised	Merchandised	Prospected	
Completed	Forwarded	Operated	Proved	
Conducted	Handled	Performed	Shipped	

## Supervising

Example: Developed and supervised the implementation of new computer filing system that reduced paper use by 35%

Adjusted	Correlated	Indexed	Overhauled	Screened
Analyzed	Developed	Judged	Oversaw	Set
Apportioned	Discovered	Licensed	Policed	Scrutinized
Assessed	Established	Maintained	Prohibited	Supervised
Certified	Examined	Measured	Refined	Supplied
Compared	Explored	Modified	Regulated	Tightened
Controlled	Graded	Monitored	Reviewed	Traced
Corrected	Inspected	Officiated	Revised	Updated

## Leading

Example: Trained 20+ new employees in customer service policies over a 2-year period

Accelerated	Elected	Guided	Mentored	Spearheaded
Assumed	Employed	Hired	Motivated	Stimulated
Caused	Empowered	Influenced	Originated	Strengthened
Chaired	Encouraged	Initiated	Pioneered	Supervised
Changed	Enlisted	Inspired	Promoted	Trained
Conducted	Envisioned	Involved	Raised	Transformed
Directed	Fostered	Led	Recognized for	Visualized
Disproved	Founded	Managed	Set goals	

# **\*Template/Guide – Federal Resume\***

## **NAME**

Home Address

Phone Number | Email Address

Federal Employment Status: *(If applicable)* [Position Title], [GS Level]

Veterans Preference Status: *(If applicable)*

Clearance: *(if applicable)*

Citizenship: United States

Availability: (i.e. Full-Time, Permanent, Term, Recent Graduate)

Desired Locations: *(i.e. United States: Washington, DC, Cleveland, OH, Boston, MA)*

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## **WORK EXPERIENCE** *(List in reverse chronological order)*

<b>Title</b>	<b>Dates of Employment (Month and Year)</b>
<i>Organization name, Address, City, State Zip Code</i>	<i>Salary: (optional)</i>
<i>Supervisor (optional): Name, Phone, may/ may not contact</i>	<i>Hours per week: XX</i>

Create at least three short paragraphs for each position listed and arrange your major accomplishments around skill sets in order to illustrate your proficiency for each required qualification listed in the job announcement.

Focus on the “requirements,” “skills” or “qualifications” sections of in the job announcement, and look for “buzzwords” and desirable credentials for your resume.

List specific accomplishments, using quantifiable information such as percentages and dollar amounts if appropriate to demonstrate results. See example from USAjobs.gov below.

<b>Title</b>	<b>Dates of Employment (Month and Year)</b>
<i>Organization name, Address, City, State Zip Code</i>	<i>Salary: (optional)</i>
<i>Supervisor (optional): Name, Phone, may/ may not contact</i>	<i>Hours per week: XX</i>

Led and SUPERVISED a security team comprised of 26 employees across 5 multi-million dollar commercial and transportation projects. Under my direction our team reduced internal thefts by 50 percent. Applied LOSS PREVENTION techniques and investigated external theft incidents with procured vendors, resulting in legal action and leading to \$1.5 million in cost-savings. Strategically assessed and recommended surveillance technology for critical areas. ESTABLISHED POLICIES for tracking and reporting missing inventory with CDC Accounting.

Reviewed over 15 requests for BACKGROUND INVESTIGATIONS weekly; forwarded them to the proper investigative authority. Served as the trusted liaison to transmit guidance from the Chief, Disaster Security Operations Branch to team members to ensure safety and protection during OPERATIONAL ACTIVITIES. Maintained an organized filing system of over 2.5 million field



Security Reports. Developed monthly and annual statistical information, which were used to enhance the 5 FEMA security programs. Tested the operational readiness of the new Security ID Badging and Alarm systems.

**EDUCATION** (*List in reverse chronological order*) [Note: If recent grad with no relevant work experience consider listing the education section before the work history section so that you are leading with your strongest information]

**Graduate Institution**, City, State Month and year of graduation  
 Degree and Major (i.e. Master of Science, Management)  
*Concentration:* (if applicable)  
 Credits Earned: (optional, however recommended for current students)  
 Cumulative GPA  
 Optional: List relevant coursework, thesis, practicum information

**Undergraduate Institution**, City, State Month and year of graduation  
 Degree and Major (i.e. Bachelor of Science, Accounting)  
*Concentration:* (if applicable); *Minor:* (if applicable)  
 Credits Earned: (optional, however recommended for current students)  
 Cumulative GPA  
 Optional: List academic honors, scholarships, relevant coursework, academic projects, study abroad

**JOB RELATED TRAINING** (*List in reverse chronological order*)

**Name of Certification/Training** Month and year of completion  
*Institution Name, City, State*  
*List all degrees first, followed by certifications/trainings in reverse chronological order*

**PROFESSIONAL AFFILIATIONS**

**Organization name**, City, State Dates of Participation (Month and Year)  
*Title* (if applicable)

List specific contributions and accomplishments relevant to the desired position (if applicable).

**ADDITIONAL INFORMATION**

Note: Add other sections of relevant information as necessary: could include Language Skills, technical/computer skills, Professional Publications, job-related honors, awards, leadership activities, skills (such as computer software proficiency or typing speed) or any other information requested by a specific job announcement.

**REFERENCES**

[Name](\*) [*Use an asterisk to indicate that it is a professional reference*]

[Employer]

[Title]

[Phone]

[Email]

(\*) Indicates professional reference

**ROBERT WILLIAMS**  
36 Jump Street, Boston, MA 02101  
Phone: 717-888-0000  
E-mail: [robertwilliams@gmail.com](mailto:robertwilliams@gmail.com)

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United States Citizen

Veterans Preference: 5 Points

## ***PROFESSIONAL EXPERIENCE***

### **REALTY TECHNICIAN**

1/2009 – Present

**CACI, Inc., Boston, MA (Contracted to the General Services Administration)**

Salary: \$40,000

Supervisor: Zia Warhol, 617-888-0001; may contact

40 hours/week

*Administer realty contracts with a broad and diverse range of government agencies; perform contract management, close outs, and terminations. Support Social Security Administration, U.S. Customs and Border Protection, Agricultural Marketing Services, Animal and Plant Health Inspection Service, Internal Revenue Service, Bureau of Indian Affairs, and Fish and Wildlife Service.*

- **CONTRACT ADMINISTRATION:** Support 15 contracting officers, 30 project managers, and over 300 projects across multiple agencies. Administer realty contracts, perform close outs, and terminations. Manage paperwork, organize files, and provide general support while performing daily responsibilities. Knowledge of contractor and vendor performance parameters, and the need for clear, concise performance based statements and measurements.
- **CONTRACT CLOSE OUTS:** Process 7-10 contract close outs per month. Perform notification procedures to building service centers over the phone and in writing. Partner with contract officer. Correct documents as necessary. Create new agreements. Quality check documents to bill out correctly. Ensure that all paperwork, terms, steps, and procedures are in order so that contract is completed with absolute accuracy and integrity.
- **CONTRACT AWARDS:** Maintain electronic copies of request-for-space documents and prepare lease file folders for project managers. Perform quality control of lease documents at award phase to enable the kick off of lease billing and rents. Prepare new lease files and serve as the control point for new project requirements. Prepare award letters to contracting officer, Lessor, agency, and Federal Protective Service.
- **CONTRACT TERMINATIONS:** Process 5-6 contract terminations per month. Analyze contracts. Create termination documents to send out. Notify Lessor. Send out letters with 60, 90, and 120-day notices. Create changes to lease contracts and send out contract modifications. Cancel billing to avoid incorrect charges. Prepare and analyze contract data from procurement systems to create and maintain contract termination list. Serve as subject matter expert with respect to close outs and terminations. Identify positive or negative implications of contractual agreements and communicate findings to contract officers.

### ***Key Accomplishments:***

- Created new procedures that reduced contract processing time by 50% and enabled the swift identification of key documents. Drafted checklists to increase the accuracy and efficiency of reviews.

- Slashed processing time of close out procedures from months to hours by implementing a personnel realignment that improved communication, information sharing, and streamlined the close-out process.
- Reduced lessor billing time for contracts from months to days by suggesting and helping implement better inter-departmental relationship alignments. Produced error-free contracts resulting in work being conducted up front, during process, instead of after. Created simultaneous processing procedures to speed up scheduling.

**REAL ESTATE APPRAISER**

**Appraisal Group Inc., Waltham, MA**

Supervisor: Self/Company owner, 617-888-0002

1/2005 – 1/2009

Salary: \$65,000

40 hours/week

*Served as Licensed residential real estate appraiser for numerous major banks and mortgage brokers. Appraised 20 homes per month while performing calculations, conducting research, writing reports, assembling information, and rendering conclusions.*

- **BUSINESS MANAGEMENT:** Managed all financial operations of a successful appraisal company, including: accounts receivable, accounts payable, bookkeeping, and inflow.
- **ANALYSIS AND RESEARCH:** Conducted field investigations of real estate properties to assign dollar value for home sales purposes. Performed in-person, empirical analysis of building type, improvements, construction quality, condition, and depreciation factors. Researched legal records for title and property information. Procured comparable property records for comparisons and the determination of accurate assessment value.
- **FINANCIAL ANALYSIS:** Created appraisal reports with values, measurements, and statistics. Generated calculations based numerous factors, including income records, operating costs, replacement estimates, building valuations, and cost estimators.

**REAL PROPERTY APPRAISER**

County Assessor, Cambridge, MA

Supervisor: Randolph Roberts, 617-888-0003; may contact

1/2003 – 1/2005

Salary: \$36,000

40 hours/week

*Gathered and analyzed information from a variety of sources in order to maintain current information on real property. Investigated complaints on property assessments; made recommendations regarding appraisal disputes.*

- **INFORMATION COLLECTION:** Collected market data, statistics, photographs, records, financials, comparables, and other information for each home being appraised. Conducted telephone interviews to verify information. Strategically amassed data, then processed and distilled into workable points and formulas to arrive at final valuations.
- **REPORT CREATION:** Created final appraisal reports in which researched and processed data was entered for home sales purposes. Incorporated financials, comparisons, photos, and records. Composed summaries.

- **WRITING:** Displayed excellent writing skills and ability to convey complex concepts and processes in easy-to-understand terms. Knowledge of grammar, spelling, capitalization, and punctuation. Composed straightforward letters and memoranda.

**Key Accomplishments:**

- Successfully negotiated with several communities to release prior sales history to the county, which enabled me to properly classify the homes and land to arrive at an equitable value for the homeowner and the county.
- Reclassified 7,000 properties so they could be appraised in the same manner as the state-appraised properties adjacent to them.

**PROJECT MANAGER**

**Sunset Homes**, Cambridge, MA

Supervisor: Courtney Taylor, 617-888-0005; may contact

6/1999 – 1/2003

Salary: \$60,000

50 hours/week

*Oversaw construction activities related to architects, engineers, trade workers to ensure adherence to deadlines and funding parameters. Kept projects on task, on time, within budget, according to contract specifications. Integrated project management knowledge with leadership, interpersonal, financial, and communications skills.*

- **ACQUISITION:** Created advertisements for bids, then reviewed and selected the bid most suitable to the timeframe and budget. Researched the price of materials, labor cost, and overhead expenses to analyze the bids received. Assessed whether contractors were adhering to contract parameters, laws, and regulations
- **PROCUREMENT AND CONTRACT MANAGEMENT:** Prepared purchase agreements, contracts, and leases to acquire the most cost-effective services and terms. Compared prices, discounts, delivery dates, and handling charges. Negotiated prices and services. Managed contracts and activities related to electrical, plumbing, HVAC, excavation, and masonry work.
- **BUSINESS MANAGEMENT AND BUDGET:** Coordinated integral business components pertaining to purchasing, estimating, contracts, construction, and architecture.
- **INTERPRET REGULATIONS AND TECHNICAL MATERIAL:** Reviewed legal documentation to ensure that projects complied with state, government, and local building codes. Identified staffing requirements based on technical materials and documentation.
- **COMMUNICATION:** Disseminated information by using telephone, mail services, websites, and e-mail. Communicated daily with wide range of individuals. Expressed ideas confidently in results-oriented manner. Actively listened to comprehend and respond to unspoken needs. Provided constant status updates to supervisor and co-workers. Applied goals-oriented focus to all tasks and interactions to build and extend excellent relationships. Promoted positive interactions by adopting helpful, can-do attitude. Communicated with clients to determine needs and maintain complete and accurate records and files.

***EDUCATION***

**Bachelor of Science, Business; Minor in Finance, Boston College, Boston, MA USA - 5/1999**  
GPA: 3.5 out of 4.0

***CERTIFICATIONS/LICENSES***

Licensed Residential Real Estate Appraiser, Massachusetts since 2002

***COMPUTER SKILLS***

Microsoft Office (Excel, PowerPoint, Outlook, Word)

***PERFORMANCE AWARDS***

- Rated 5 (Outstanding) out of 5, Midyear Performance Review, General Service Administration, 5/2010
- Rated 4 (Highly Successful) out of 5, Yearly Performance Review, General Service Administration, 10/2009