

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)*

WORK EXPERIENCE *(List in reverse chronological order)*

Title

Dates of Employment (Month and Year)

Organization name, Address, City, State Zip Code

Salary: *(optional)*

Supervisor *(optional)*: Name, Phone, may/ may not contact

Hours Worked Per Week: XX

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 job ads, and look for “buzzwords” and desirable credentials for your resume. Note: Bullets and any formatting items will not translate well into the USAJobs resume builder. Use CAPITAL LETTERS to emphasize key words

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

Title

Dates of Employment (Month and Year)

Organization name, Address, City, State Zip Code

Salary: *(optional)*

Supervisor *(optional)*: Name, Phone, may/ may not contact

Hours Worked Per Week: XX

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) GPA (*optional*) (if 3.5/4.0 or higher):
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) GPA (if 3.5/4.0 or higher):
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

DRAFT

ROBERT WILLIAMS
36 Jump Street, Boston, MA 02101
Phone: 717-888-0000
E-mail: robertwilliams@gmail.com

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