



# Kentucky National Guard Federal Resume Writing Tips





## Job Announcement

- Advertisements list all the qualification requirements:
  - Area of Consideration
  - Military Rank Requirements
  - Education or Training Requirements
  - Minimum and Specialized Experience Requirements
  - Length of Experience
    - Document using complete dates (Ex. Jan 1980 to Mar 1981), work schedule, and hours worked per week
  - Other Specified Information applicable to position



## Tailor Your Resume

- Carefully review the position description
- Focus on the duties, qualifications, requirements
- Describe how you've demonstrated and developed specific skills
- Mirror the language of the position in your resume; copy and paste not accepted
- Emphasize areas where experience and education overlap with duties and qualifications
- Highlight your performance by using percentages, numbers, data to describe the specific impact you had in a particular job



## Sell Yourself

- Don't be modest about showing your knowledge, education, skills, and accomplishments
- Include skills and achievements that go beyond your work experience and education
- Think about other activities that might qualify you for a job, such as: involvement in social or religious organizations, volunteer experiences, unique projects or interests, awards or certificates and subjects mastered
- Don't limit yourself to the "one page rule"



## Be Concise

- Provide as much detail as possible while being concise
- Wordy or irrelevant information will confuse the reader
- Do not assume the reader is familiar with organizations or training listed in your resume
- Provide context and detail when appropriate



## Proofread Resume

- Edit your work by checking for spelling and/or grammatical errors
- Ask friends or Family to proofread your resume
- Spell out acronyms if used
- Spell out titles of form numbers or regulation references if listed



## Resume Source Documents

- Previous employment position descriptions
- DA PAM 611-21 - Smartbook MOS descriptions
- Air Force Enlisted Classification Directory (AFECD)
- Air Force Officer Classification Directory (AFOCD)
- Appraisals or NCOER/ OERSs, EPRs
- <http://www.resumetemplates.org/>
- <http://www.myperfectresume.com>
- [http://gogovernment.org/how\\_to\\_apply/write\\_your\\_federal\\_resume/writing\\_tips.php](http://gogovernment.org/how_to_apply/write_your_federal_resume/writing_tips.php)