

The Federal-Style Resume

In the private sector, most people are taught a résumé should be 1-2 pages. A federal résumé is typically much longer due to the amount of detail required in your work experience. Many federal agencies have standard Position Descriptions, or Office of Personnel Management (OPM) has guidelines on series, that help give direction on what to include and how you will be evaluated.

Tips for writing your federal résumé

Using résumé builders such as the basic USA Jobs template for your first résumé can be effective if information is organized by grouping similar duties, especially when using a symbol for a bullet point style, or headings in an outline style, and checking for spelling or grammar errors.

However, having a separate custom résumé document will ensure your application stands out.

Here is some basic information that should be included:

- Month/Year of each job in chronological order
- Supervisor names and contact information
- Address/city, state of employment
- Training and education with hours completed
- College city, state, country

www.outdoorcareers.net

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OUTDOOR CAREERS LLC

Professional Résumé Services for the
wildland firefighting and natural
resources industries

www.outdoorcareers.net

Why use a Certified Professional Résumé Writer?

So, you know what should be included in your résumé. You sit down to type it out, and immediately the writer's block sets in. You realize your ability to communicate in writing is now under the microscope when you thought all that mattered was your work ethic and decision making in the field.

At Outdoor Careers, we are Certified Professional Résumé Writers experienced in drafting custom résumés, cover letters, and CEQs/KSAs for clients in the federal sector levels GS-3 to GS-14, as well as experience writing for clients applying to different state agencies. Trained Professional Résumé Writers know how to design creative templates, highlight achievements and core competencies, as well as understand technical terms used in many natural resource professions.

Prices and Payment

Prices for a new custom résumé are based on GS level (or equivalent). An hourly rate is available for editing or update services for clients who have had their résumé professionally written in the past. Payment is accepted through PayPal and Venmo. Please check our website at www.outdoorcareers.net/prices for our current pricing.



How do I get started?

Feel free to contact us through our website at www.outdoorcareers.net/contact-us for availability to meet your application deadline. During busy regional or national hiring events, completion times may take up to three weeks; it is important to get your resume in ahead of the rush.

You will be asked for:

- Copy of your most current résumé
- Your greatest career related achievements
- Your greatest strengths and areas of expertise

It is also helpful to have:

- Your Master IQCS Record
- Any positive evaluations you feel comfortable sharing

“Our success is built on your success.”

About us

Outdoor Careers is a small, creative group of professionals with prior experience working for the US Forest Service and interagency partners in wildland fire (including hand crews, engines, helitack/rappel, dispatch, prevention, fuels, and public affairs). We also have experience in recreation, law enforcement, many other natural resource related disciplines, as well as federal centralized hiring events. We do our best to stay up to date on human resources and OPM guidelines.

While using our services does not guarantee federal employment, many of our clients have been successful in obtaining promotions and scoring the job of their dreams.

Privacy Statement

All client information is considered confidential and every step is taken to protect our clients' identities. We will never ask you for sensitive information such as your social security number, date of birth, or other classified material.