

Differences Between Federal & Corporate Resumes

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The resumes used to apply for United States Federal jobs are different than those in the civilian (corporate) workplace. Some of the differences are outlined below.

1. Formats

Federal resumes have specific formats which differ depending on the announcement. These include specific information, order, character counts, page length requirements and fields. Many of these are online formats, which can be confusing, complicated, time consuming and difficult to comply with, due to space limitations and the number of fields which must be filled in.

2. Required Information

Federal resumes require specific information such as social security numbers; job start and end month and sometimes day; employer addresses; salary information; supervisor names and phone numbers; college GPA and graduation dates; high school education; all training, including course name, date and number of hours; and other information typically not included in corporate resumes. If this information is not included, an application may be rejected.

3. Length

Federal resumes (3-15 pages) are typically much longer than corporate resumes (1-2 pages in general). They require detailed descriptions of duties: repeated for each job you did them in. They also must specifically spell out how the client meets all requirements and has done most of the duties for the job they are applying for or the application will be rejected. Like corporate resumes, Federal resumes must detail accomplishments.

4. Additional Documentation

Many Federal announcements require additional essay questions. These questions are 1-2 page statements specifying specific examples from an applicant's experience related to the job announcement. There may be several of these statements per application. Federal resume applications will often ask applicants to send, fax or upload additional information, including transcripts, evaluations, personnel information forms, demographic information forms and military service forms.

5. Additional Questions

Many Federal announcements have additional multiple choice questions for applicants to apply for jobs. If an applicant cannot answer in the affirmative to most of the questions with experience, it is not likely for an applicant to be selected for the job.

6. Who Can Apply

Many Federal announcements can only be applied for if a person has the right status: such as a current Federal employee or a Veteran. Most Federal announcements require an applicant to be a United States citizen.

7. How to Apply

Federal resumes specify in their announcements how to apply for each job: and an applicant must follow the directions exactly. If an applicant does not apply by the required closing date, the application will generally be rejected.

8. Must Meet All Requirements

If an applicant does not meet all requirements the announcement states is required for a job, by LAW the applicant will not get the position.

9. Veterans Preference

If an applicant is a Veteran, an applicant may get preference (5 or 10 points) depending on an applicant's service and disability status. In addition disabled Veterans may get additional consideration based on their status.

10. Selection

Typically applications are scored based on the submission, if you meet the requirements. After adding Veteran's points, applicants are deemed Best Qualified, Highly Qualified, Qualified or Not Qualified. Typically, the top 3 applicants are forwarded to the hiring manager – who can choose one of the 3 by interviewing or not interviewing the candidate.