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**Government
Career Fair
Spring 2021**



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How to build an effective Federal Resume

Lex Levin, March 12, 2021

Why Do I Want A Federal Job?

- **Work-Life Balance**
- **Job Security and Stability**
- **Regular Promotions**
- **Career Progression**
- **Pay and Benefits**
- **Veteran-Friendly**
- **Unique Hiring Options:**
 - **Current Student**
 - **Recent Graduate**



WE NEED YOU!

How Do I Get A Federal Job?

- **Create an account on USAJOBS.gov**
- **Decide which Federal job series and jobs you want.**
- **Figure out which GS grade(s) is the best fit for you (GS-5 to 15).**
- **Write a Federal resume customized to the job series and job you want and then upload it to your USAJOBS account.**
- **Upload all required documents (transcripts or cover letter).**
- **Apply! If you're getting referred to the Hiring Manager, your resume is working for you – keep going.**
- **If you are not getting referred, you're not doing it right – review and fix.**

Federal General Schedule Job Series

- 0000 – Miscellaneous Occupations Group
- 0100 – Social Science, Psychology, and Welfare Group
- 0200 – Human Resources Management Group
- 0300 – General Administrative, Clerical, and Office Services Group
- 0400 – Natural Resources Management and Biological Sciences Group
- 0500 – Accounting and Budget Group
- 0600 – Medical, Hospital, Dental, and Public Health Group
- 0700 – Veterinary Medical Science Group
- 0800 – Engineering and Architecture Group
- 0900 – Legal and Kindred Group
- 1000 – Information and Arts Group
- 1100 – Business and Industry Group
- 1200 – Copyright, Patent, and Trademark Group
- 1300 – Physical Sciences Group
- 1400 – Library and Archives Group
- 1500 – Mathematics and Statistics Group
- 1600 – Equipment, Facilities, and Services Group
- 1700 – Education Group
- 1800 – Inspection, Investigation, Enforcement, and Compliance Group
- 1900 – Quality Assurance, Inspection, and Grading Group
- 2000 – Supply Group
- 2100 – Transportation Group
- 2200 – Information Technology Group

OPM Position Classification Standards for GS jobs

<https://www.opm.gov/policy-data-oversight/classification-qualifications/classifying-general-schedule-positions/#url=Standards>

This page lists all the General Schedule (GS) jobs, AKA “white-collar” jobs

Federal Salaries in our Region

SALARY TABLE 2021-DCB

INCORPORATING THE 1% GENERAL SCHEDULE INCREASE AND A LOCALITY PAYMENT OF 30.48%
FOR THE LOCALITY PAY AREA OF WASHINGTON-BALTIMORE-ARLINGTON, DC-MD-VA-WV-PA

TOTAL INCREASE: 1%

EFFECTIVE JANUARY 2021

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	\$ 25,754	\$ 26,618	\$ 27,474	\$ 28,326	\$ 29,182	\$ 29,683	\$ 30,530	\$ 31,383	\$ 31,417	\$ 32,216
2	28,959	29,648	30,607	31,417	31,771	32,705	33,639	34,573	35,508	36,442
3	31,597	32,650	33,703	34,756	35,809	36,862	37,915	38,968	40,021	41,074
4	35,470	36,652	37,834	39,016	40,198	41,380	42,563	43,745	44,927	46,109
5	39,684	41,007	42,330	43,653	44,976	46,300	47,623	48,946	50,269	51,592
6	44,237	45,711	47,185	48,660	50,134	51,609	53,083	54,558	56,032	57,506
7	49,157	50,796	52,435	54,074	55,712	57,351	58,990	60,629	62,268	63,906
8	54,440	56,255	58,070	59,885	61,700	63,515	65,330	67,145	68,960	70,775
9	60,129	62,133	64,137	66,142	68,146	70,150	72,154	74,158	76,162	78,167
10	66,216	68,424	70,631	72,839	75,047	77,255	79,462	81,670	83,878	86,085
11	72,750	75,176	77,602	80,027	82,453	84,879	87,304	89,730	92,155	94,581
12	87,198	90,106	93,013	95,920	98,827	101,734	104,641	107,548	110,455	113,362
13	103,690	107,146	110,603	114,059	117,516	120,972	124,428	127,885	131,341	134,798
14	122,530	126,614	130,698	134,782	138,866	142,950	147,034	151,118	155,202	159,286
15	144,128	148,932	153,737	158,541	163,345	168,150	172,500 *	172,500 *	172,500 *	172,500 *



Federal Salaries

- **GS runs from GS-1 through GS-15**
- **Each GS grade is divided into 10 steps**
- **Each grade and step have their own salaries based on their location**
- **The more expensive the location, the higher the salaries**
- **If you get a job offer, you could try to negotiate a higher Step, not a higher Grade**



Federal resumes

Different from Private Sector Resumes!

They are much longer: 3 – 6 pages on average, longer for more senior jobs.

They have to jump through a lot of hoops: KSAs, keywords, qualifications, self-assessment questions & answers, etc.

They focus on relevant specialized experience above anything else.

The background of the slide features a stylized American flag. The top left corner shows a field of white stars on a blue background, while the rest of the top half is a red field with white stripes. The bottom half of the slide is a plain white background.

Write Your Federal Resume to the Job Target

- **Rewrite your resume. Include only the experience that's relevant to your job target.**
- **Focus on the last 10 years.**
- **Do NOT list every job you've ever held.**
- **Use the reverse chron format – list current job first**
- **Revise your work experience to use as many of the keywords, KSAs, and qualification descriptors as possible from the job target.**
- **Use the same language and terminology as the job target uses to harmonize your resume to your job target.**
- **Support your answers to the self-assessment questions in your resume to get full credit for your answers.**



Federal Resume Tips

The official U.S. Government font is Times New Roman 12.

You can use other fonts like Arial, Calibri, or Cambria, but don't go smaller than 11 font size. Keep margins at 1".

Avoid color and graphics.

Keep your resume design conservative and easy to read.

Make sure your resume has white space.

Avoid the "Death by Bullets" or the "Big Brick" formats!



More Federal Resume Tips

IMPORTANT: use specific achievement and accomplishment examples to demonstrate your mastery of the keywords, KSAs, and required qualifications.

Make sure to cite metrics, numbers, concrete results!

Include specific success stories that illustrate the value you added in that job.

Use Active Language. Add key details to demonstrate scope, scale, impact.

Answer the “Why Are You Telling Me This” question.



Even More Federal Resume Tips

After you finish writing your relevant job history, create separate sections for your Education and your Job-Relevant Training (including certifications, courses, development programs, etc.).

If relevant, create an Additional Information section for your Awards and Recognitions, Publications and Presentations, and U.S. Military Service (after Education and Training).

End the Resume with your Professional References. List 3 to 5. Use this format: Name, Title, Organization, Phone, Email. It's a good idea to use current or former supervisors as references, if possible.



Proofread and Spellcheck!

When you think you're done writing your resume, print it out and proofread at least twice. Go line by line!

Then give it to other people to read, review, and critique.

Use spellchecker! Do NOT let your resume go out with typos and grammar errors.



More Questions? Let me know!

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