



## COMPLETE RESUME CHECKLIST

If resumes do not contain all of the requested information, you may lose consideration for the job. To help you ensure your resume fully outlines your qualifications and eligibility for this position, please submit the following documentation.

The following information is required of all applicants:

- Announcement number, title, and grade(s) of the position. Applicants must specify for which grades they wish to receive consideration. Applicants who do not specify this information will only receive consideration for the highest grade for which they are qualified.
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code)
- Social security number
- Statement that you are a U.S. citizen
- Paid and non-paid work experience related to the position.  
For each period of work experience include:
  - Job title
  - Series/grade (if Federal employment)
  - Duties and accomplishments
  - Employer's name and address
  - Supervisor's name and contact information
  - Starting and ending dates of employment (at least month & year)
  - Number of hours worked per week
  - Salary
  - Indicate if we may contact current supervisor/employer
- Educational Information. Please specify the highest level of education received.  
For college and university coursework, please include the following:
  - Name and address of each college and university attended.
  - Number of credits completed. Please specify whether credits are in quarter or semester hours.
  - Identify any major or minors in which coursework was completed
  - Type of degree awarded and date received.
- Other job related information, such as training courses (title & year); skills (e.g., other languages, computer software/hardware, tools, etc.), and awards.
  - Title and length of job-related courses, including where the training was provided.
  - Certificates/licenses (current)
  - Honors, awards, and special accomplishments