

FINDING FEDERAL OPPORTUNITIES

- **Federal Job Search Engines:**
 - USAjobs.gov (recommended)
 - GoGovernment.org
 - LinkedIn.com/jobs/government-jobs
- **Understand the Job Announcement:**
 - Overview: Contains open and close dates, salary, pay scale/grade, appointment type/work schedule
 - Duties and Responsibilities: Contains job location, duties after training, and require travel amount, if applicable.
 - Job Family and Series: Find available positions in similar jobs and various locations
 - Requirements and Qualifications:
 - Requirements are **MUST HAVES** for applicants: who can apply, required specialized experience (must clearly identified in résumé), and time and education requirements
 - Competencies: Qualifications needed. Highlight these skills (keywords) of your experience on your résumé.
 - How to Apply: Submit your application and all additional documentation before the deadline.
 - Complete questionnaire and assessments, if applicable. Evidence of experience and skills must be reflected in your résumé and used to determine which applicants are most qualified
 - How You Will be Evaluated: If you want to be considered, this section will share the items you must do
 - Required Documents: Submit ALL required documents to avoid being disqualified (unofficial transcripts are accepted)

WRITING YOUR FEDERAL RÉSUMÉ

- **Format:**
 - Paragraphs without first person
 - Reverse chronological order of relevant experiences from the last five to seven years
 - Use consistent formatting on dates, states, etc,
- **Content:**
 - For qualification determination, include the dates of employment and the number of hours worked per week
 - Include specific duties and skills
 - Use action verbs
 - Quantify (% , \$, # , or frequency such as daily, weekly etc.)
- **Length:**
 - This is not page limit, but three to five pages is recommended
 - Job postings may state a specific page length
- **Tailor to Job Announcement:**
 - READ ENTIRE JOB DESCRIPTION or keywords as some job descriptions have special requirements
 - Utilize languages from the job description in your résumé, but DO NOT copy and paste phrases
 - Review Duties, Specialized Experience, Competencies, and Questionnaire as guides for key words
 - Be sure to highlight key skills and experiences

RESOURCES

There are many federal employment opportunities available with the United States Government. Consider an internship or full-time employment, such as the Dept. of Justice, Health & Human Services, Treasury, with hundreds of agencies to choose from.

PAY SCALE INFORMATION

[2025 General Schedule \(GS\) Pay Scale](#): The General Schedule is the predominant federal pay scale, particularly for employees in professional, technical, administrative or clerical positions.

Grade	Qualifying Education
GS-5	4 academic years above high school leading to a bachelor's degree
GS-7	Bachelor's degree with one of the following: <ul style="list-style-type: none">• Class standing (upper third of class)• 3.0 or higher GPA; 3.5 or higher GPA in major• Honor society membership
GS-9	Master's degree (or equivalent experience)
GS-11	Doctoral degree (or equivalent experience)

PATHWAYS: FOR STUDENTS & RECENT GRADUATES TO FEDERAL CAREERS

Internship Program



- Paid opportunities to work in agencies and explore federal careers while still in school

Learn more and apply:

- <http://www.opm.gov/HiringReform/Pathways/program/interns/>
- <https://intern.usajobs.gov/>

Recent Graduate Program



- One year paid program
Individuals who have recently graduated and seek a dynamic career development program with training and mentorship

Learn more and apply:

- <http://www.opm.gov/HiringReform/Pathways/program/graduates/>

Presidential Management Fellowship (PMF) Program



- Individuals who, within the past two years, have completed a qualifying advanced degree (e.g., master's or professional degree)

Learn more and apply:

- <https://www.pmf.gov/>