

## **What information should I put in my resume?**

A "Federal" resume or employment application also differs from a typical resume since it must include the following information:

Announcement number

Full name and address

Day and evening phone numbers

Country of Citizenship

Federal employment reinstatement eligibility, if any

Highest grade held in the Federal service, if previously employed

Education level

Work Experience (Clear, concise, description of your duties, responsibilities, and accomplishment)

Other job-related information pertinent to the position, if applicable