

RESUME WRITING

WHO is Eligible?

All civilian employees

WHAT is the Opportunity?

Understand how to prepare a competitive resume.

When applying for government jobs, the job announcement will provide a brief description of resume requirements for the position. You will find useful information under the “**How to Apply**”, “**How You will be Evaluated**”, and “**Required Documents**” sections of each job announcement. It is important to read the full announcement and to know different agencies may have different requirements.

Base Education and Training Office offers a resume writing class. Contact your training manager for information.

WHAT is the Outcome?

A good, competitive resume

Links:

[Sample Resume](#)

[Tips on Federal Resume Writing](#)

[USAJobs: What Should I Include in My Federal Resume](#)

[USAJobs: How to Build a Resume](#)

[Download SF50](#)

BASE EDUCATION AND TRAINING OFFICE LINKS

Hill

[Hill AFB Education and Training Office](#)

Robins

[Robins AFB Education and Training Office](#)

Tinker

[Tinker AFB Education and Training Office](#)