

To: NOS All Hands (both federal and affiliates)

Subject: Reminder on Resume Requirements for Job Announcements

Good Afternoon NOS Colleagues,

The purpose of this email is to remind all current and prospective federal employees of the content required in a resume when applying for a position via USAJOBS. Each time you submit an application, you should carefully read the entire vacancy announcement to ensure you have included all required information.

NOAA's Office of Human Capital Services has recently started to more strictly enforce these requirements, so a resume you successfully submitted in the past may not be accepted for a future announcement.

A typical NOAA vacancy announcement lists the following requirements for a federal resume:

- *Your citizenship*
- *If you are a male born after 12/31/59, whether you have registered for Selective Service*
- *Information about your paid and non-paid work experience related to the position to which you are applying, including:*
 - *job title*
 - *grade level for all Federal service positions held*
 - *salary*
 - *duration of employment to include start and end dates (mm/dd/yy – mm/dd/yy)*
 - *number of hours worked per week (e.g. state '40 hours per week' if applicable)*
 - *duties and accomplishments*
- *colleges and universities attended, including degrees and date degree conferred*

If you do not include all required information, your application may be determined to be incomplete, and you will not be referred to the hiring manager for consideration.

A number of resources exist to help you create a federal resume. These include:

- The USAJOBS YouTube Resume Tutorial at <https://www.youtube.com/watch?v=8YX7o1PBoFk>
- The USAJOBS FAQ, "What should I include in my federal resume ?" at <https://www.usajobs.gov/help/faq/application/documents/resume/what-to-include/>
- Feds Hire Vets "Writing an Effective Resume Guide" at <https://www.fedshirevets.gov/job-seekers/virtual-classroom/writing-an-effective-resume.pdf>