Government Resume Writing

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Disclaimer

- Following this information will not guarantee job selection or making an announcement certification
- I’m not Human Capital Specialist
- Based on personal experience

Comparison

- Private Traditional
  - Bullets with 3 to 4 sentences for each work section
  - No Specific format
  - Resume is not more than 1 to 2 pages
- Government
  - No Bullets – write in paragraphs with the implied noun is “I”
  - Specific format – data is entered via entry boxes
  - Can be several pages (up to 5)

Get in the C.A.R.

- **Challenge**
  - Tasked to develop and implement a strategy for advocating for HBCUs and connecting them to key federal programs and resources.
- **Action**
  - Developed a system and procedure to assist and ensure equitable opportunities for Historically Black Colleges and Universities (HBCUs) in federal contracts and agreements. Implemented an entrepreneurial approach and which resulted in coordination with federal partners and HBCUs.
- **Results**
  - One example is the National Institute of Justice (NIJ) and Albany State University. My engagement resulted in Albany State University submitting a competitive proposal and being selected to receive ~$630,000 in awards from NIJ.