

WRITING A RESUME FOR AFCS



We are filling some really exciting and rewarding positions at AFCS, and we're anxious for you to submit your resume for consideration. To give your resume the best chance for review, please follow the suggestions below and use the AFCS Resume Checklist on the following page.

CONTENT & LENGTH

The length of your resume is dependent on your work and education history. While a good general rule is about four pages, it is important to fully describe your skills and experience, especially in the past ten years.

Thoroughly list your work experience, detailing your responsibilities and special skills required for each position. This is where you can shine above others being considered. While a job title may seem to imply certain expertise, if it is not listed or explained, we can't make assumptions.

List other relevant accomplishments like professional recognition or awards.

List your education starting with college and university, degrees earned, major and minor study areas, and any certifications relevant to your professional qualifications.

STYLE

When you're preparing your resume, restrict styling as much as possible. How your resume looks carries very little weight in the review and consideration process. Presenting your skills and experience is the main purpose of your resume.

- Use standard fonts (e.g., Times New Roman or Calibri)
- Use an outline format which is easy to read
- Use short paragraphs rather than bullet lists
- Use capital letters to highlight key words



AFCS RESUME CHECKLIST



PLEASE DO NOT INCLUDE

- Head shots or personal photos - Federal employment standards prohibit considering any resume or application with a photo
- Your Social Security number
- Your date of birth
- High school experience or date of graduation
- Graphics, badges, or seals that illustrate awards or achievements

1. INCLUDE PERSONAL INFORMATION

- Full name
- Residence address
- Primary email. Include an alternate email address if your current address might change (e.g., .net, .edu).

Put those three details at the top of your resume. We want to know who you are, where you're from, and how to contact you. If one of these details is missing, your resume is practically useless.

2. LIST YOUR EXPERIENCE

- All work experience up to the past ten years
 - Comprehensive description of duties during each job
 - Responsibilities
 - Specific and detailed. Avoid summarization.
- Date and duration each position was held (month and year)
- Supervisor's name and phone number (and whether they can be contacted)
- Street address, city, state, and zip code of employers
- List any experience beyond the past ten years if it is vital to fully appreciate your qualifications
- List and detail all volunteer work, including a description of the type of work, the role you played, and frequency
- List any military experience

3. LIST SPECIALIZED TRAINING

- Certifications
- Awards & Recognition

4. LIST YOUR EDUCATION

- Degree(s) including majors, minors, and college(s) with location. Be sure to state number of semester hours per area of study.

5. LIST SECURITY CLEARANCE LEVEL & CITIZENSHIP

When your resume is complete, it should be delivered to the AFCS team as a PDF or as a Word document. Good luck!



Remember to double-check your work.