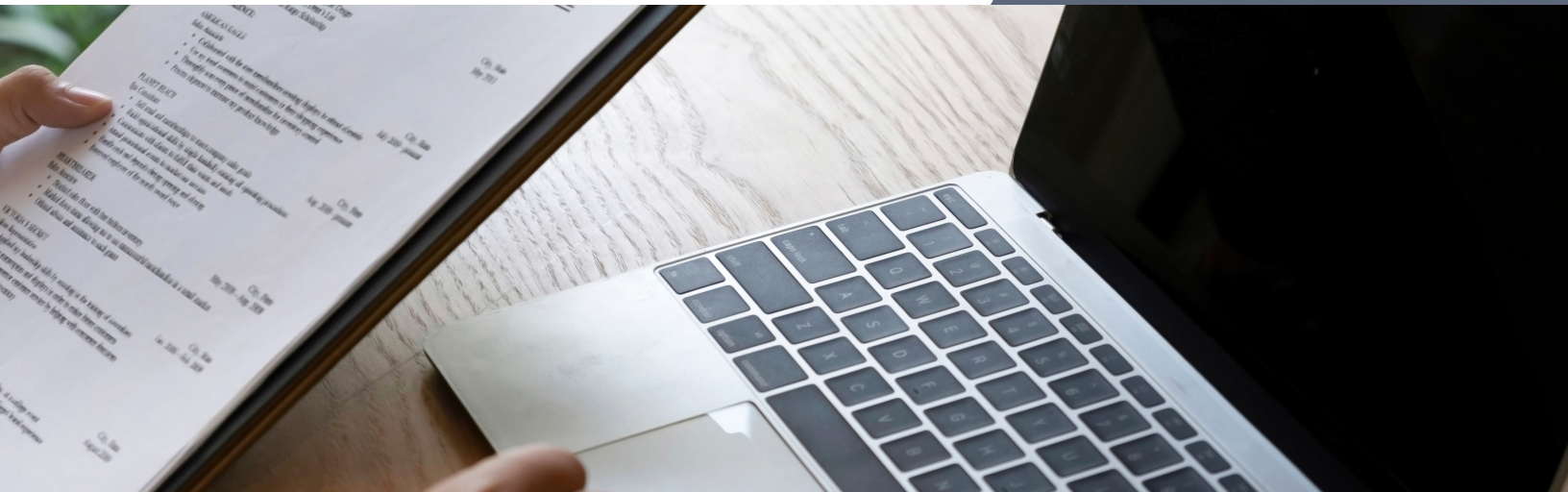


FEDERAL RESUME TIPS



Congratulations! You have decided to apply for a position with the **Air Force Office of Special Investigations**.

The next step is to start working on your federal resume. To give your resume the best chance for review, dedicate time to make your resume stand out by following the recommended suggestions here.

Visit our website: <https://www.osi.af.mil/>

6 TOP RESUME TIPS

Tailor Your Resume

Detail Relevant Experience

Quantify and Qualify

Highlight Academic Success

Explain Resume Gaps

Make It Personal



Tailor Your Resume. Study the vacancy announcement and emphasize the parts of your work history that match the qualification requirements listed there. It is important to clearly articulate the actual knowledge and skills attained through previous positions. Minimize the use of technical jargon or specialized terminology (e.g., military abbreviations) in your resume and follow any organizational tips provided by the agency in which you are applying. **Bottom line: If you are applying for an investigator position, explain how you will be a good one!**

Detail Relevant Experience. The person reviewing your resume may not be familiar with the type of work described in your resume. To help them understand how your experience matches what is required for the vacant position, describe your experience in laymen's terms. Most importantly, describe job duties and accomplishments in a way that demonstrates how you are qualified. Match your specific experience, knowledge, skills and abilities to the specific requirements of the job being advertised.

Quantify and Qualify. Highlight your leadership roles, it is a good indicator of performance. If you are hard working and good at what you are doing, people typically want to put you in charge. Explain how many people you supervised or gave guidance to on a daily basis. If you controlled a budget, facilities, or inventory, describe the value of your portfolio or value of the items you managed. If you filled a leadership role in your extracurricular activities, be sure to describe the scope of your responsibilities to show time management and project management experience.

Highlight Academic Success. Academic achievement speaks to your work ethic, performance, and future success. Make sure you include this information to show us the extent of your academic achievement. If you worked part time or full time while going to school, say so. This information may help your prospective new employer understand why you have an "average" GPA.

Explain Resume Gaps. If you have obvious gaps in your work history or schooling be sure to explain it. Many applicants are juggling parenthood, elderly parents, full time employment, part time employment, and/or full time college, simultaneously, but do not actually say this anywhere. Employers appreciate how difficult this can be, so take credit for the time management skills you have gained from your experiences.

Lastly...

Make It Personal. Expand on your experience and what you have done as an individual and not what your office or team has done. Include detailed descriptions of what you have accomplished. Do not assume the the person reading your resume will know your experience based on a generic job description, explain it!

