

FEDERAL RESUME & KSA TIP SHEET

CLEMSON UNIVERSITY MICHELIN® CAREER CENTER

Resume: Information that needs to be included in a Federal Resume

Job Information: Announcement number (if applicable), title and grade (if known) of the position

Personal Information:

Full name, mailing address (with ZIP code)
Day and evening phone numbers (with area code)
Veterans' preference (if applicable)
Country of citizenship
Reinstatement eligibility (if applicable)
Highest Federal civilian grade held (if applicable)

Education

High School: Name, city, and state, date of diploma or GED
Colleges or Universities: Name, city, state, ZIP code
Majors: Type and year of degree(s) received (If no degree, show total credits earned and indicate whether semester or quarter hours.)
* Send a copy of your college transcript only if the vacancy announcement requests it.

Work Experience

Give the following information for all paid and non-paid work experience related to the job you're applying for:

- Job title
- Starting and ending dates
- Salary
- Employer's name and address
- Supervisor's name and phone #
- Hours worked per week
- Duties and accomplishments
- Indicate if we may contact your current supervisor.

Other Qualifications

Job-related training courses (title and year).
Job-related skills, i.e., other languages, computer software/hardware, tools, machinery, typing speed.
Job-related certificates and licenses.
Job-related honors, awards, and special accomplishments, (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards).

KSA- Knowledge Skills, & Abilities

Knowledge: An organized body of information, usually of a factual or procedural nature, that, when applied, makes adequate job performance possible.

Skills: The proficient manual, verbal, or mental utilization of data, people, or things. Skills are observable, quantifiable, and measurable.

Abilities: The power to perform a given activity.

KSA can be referred to as: Competencies, Essays, Examples, Key Elements, Narrative Statements, Narratives, Placement Factors, Quality Ranking Factors, Statements of Qualifications, or Supplemental Statements

Tips for writing a KSA:

- Do not exceed 1 page
- On a separate page
- Include question at top of page
- Write in first-person
- Resume supports KSA
- Spell out acronyms
- Focus on outcomes with examples
- Keep paragraphs short and clear
- Be original in your style

Follow the **CCAR** or **CARC**

- **Context:** Describe an action for a skill (Ex. Project, Internship, Paper)
- **Challenge:** Specific things you had to do, challenges and pressures
- **Action:** Have 2 or 3 Action Summaries for accomplishing the context
- **Results:** What happened? Quantify the results or describe positive feedback

Example

I was the **Project Scheduler** for 15 years utilizing Primavera to manage subway projects in Philadelphia, PA. The subway was built in the 1920s.

The project involved pulling the rail and communication system and utilizing pre-cast pieces. We replaced all of the above ground structure for a 5-mile segment on the week-ends only. On Friday evening we shut down that one section; every week-end. We installed a bussing system for subway customers to the next working section of the subway. I directed the following activities in order to repair the 5-mile segment:

1. Prepared and maintained the program schedule management for the design, property acquisition, environmental permitting and installation of the fiber optic cable.
2. Developed resource and cost loaded schedules for analysis to track resource usage and associated costs.
3. Reviewed the design plans with the engineering staff to insure fiber installation design does not conflict with existing underground utilities such as gas, electrical, water, sewer and etc.

Result: Every week for 15 years, we finished construction 5 a.m. on Monday morning.

Further KSA Information: <http://www.tenstepsforstudents.org/pages/sample.html>