Tips for Preparing a
Resume Based Application

A well- written resume is critical when applying to Resume Based vacancy announcements for Senior Executive Service (SES) positions. Your resume needs to demonstrate your leadership/managerial experience, accomplishments, training, education and awards, indicating possession of the Executive Core Qualifications (ECQs) and the Mandatory Technical Qualifications (MTQs) listed in the vacancy announcement. A separate narrative is also required to more fully address the MTQs.

A well-written resume will show the Executive Resources Board (ERB) Panel members that you possess the ECQs required for the position. No more than five (5) pages may be submitted for your resume. Fonts cannot be smaller than 10 point and please do not use borders, provide photos or list a Social Security Number or date of birth.

Your **resume** needs to include the following:

1. **Personal Information**
   - Your full name and mailing address
   - Day and evening telephone numbers
   - Email address
   - Vacancy Announcement Number

2. **Key Executive Core Qualifications and Competencies**
   - **Leading Change Competencies**
     - Creativity and Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, and Vision
   - **Leading People Competencies**
     - Conflict Management , Leveraging Diversity, Developing Others and Team Building
   - **Results Driven Competencies**
     - Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving and Technical Credibility
   - **Business Acumen Competencies**
     - Financial Management, Human Capital Management and Technology Management
   - **Building Coalitions Competencies**
     - Partnering, Political Savvy and Influencing/Negotiating

For additional information on ECQs competencies, please review the Office of Personnel Management SES guide for more detailed information at the following: http://www.opm.gov/policy-data-oversight/senior-executive-service/executive-core-qualifications/

3. **Leadership/managerial summary**
   - A brief summary highlighting your leadership experience

4. **Professional Experience (paid and unpaid experience)**
   - Position Title
   - Employer's Name and Location

- Start and end dates (include month and year) of employment
- Average hours per week worked
- Salary
- Supervisor Name/Phone Number
- Duties and Accomplishments

5. **Educational Information**
   - Name, city and state of colleges or universities you attended, as well as the type of degree received.
   - Report only attendance and/or degrees from schools accredited by the accrediting institutions recognized by the U.S. Department of Education

6. **Awards/Honors**
   - Type of award, description and year award received
   - Example: Department of Energy – Customer Service Award 2011

7. **Professional Memberships**
   - Please include any professional memberships to support your application
   - Example: Regional President, Society of Human Resource Management - 12/2014 to Present

Helpful Tips
- Read and review vacancy announcement and adhere to the page limits and requirements:
  - Pages submitted in excess of the five (5) pages for a resume will not be considered; separate ECQ narratives will not be considered
  - MTQs responses should be addressed in a narrative form not exceeding one (1) page for each MTQ
  - A one (1) page cover letter is optional
  - Substituting pages for other required documents in the application is not acceptable (e.g., submitting only a four-page resume but adding an additional page to address an MTQ)
  - Fonts cannot be smaller than 10 point
  - Do not use boarders, provide photos or list a Social Security Number or date of birth on any attachment
  - All documents must be uploaded into the system; USAJobs Resume Builder resumes will not be accepted
- Reflect on the ECQs and think about how your past experiences and education relate to each ECQ
- Use examples that demonstrated the ECQs
- Quantify accomplishments and be sure to include the scope on every example (the number employees, budget, and nature of work)
- Use language such as led, instructed, tasked, facilitated, assigned, and/or assembled others to achieve the goals and mission of the organization
- Spell out and limit the use of acronyms
- When preparing your MTQ narrative consider how your responses also demonstrate the ECQs

Supporting Documents
- Current, former and retired career SES members must provide an SF-50, Notification of Personnel Action showing current status or reinstatement eligibility
- Applicants who have successfully completed an OPM approved SES Candidate Development Program must submit a copy of their certification