

Hints for Preparing Your Application and Resume

(Courtesy of National Park Service)

DO:

- Read the vacancy announcement carefully. List your full name. Do not use nicknames.
- Describe your experience so that you emphasize the work that used the skills required by the vacant position.
- Use active verbs to describe what work you actually did. Be concise and specific in descriptions.
- Keep your experience descriptions brief but fully detail, in bulleted format, what your duties entailed.
- Arrange your experience in chronological order and include paid and non-paid work experiences.
- Choose references who remember you and know how you perform in a work (paid or unpaid) situation.
- Have your OF-612/resume neatly and accurately typed/printed so that each word is legible.
- If you use acronyms, explain what they stand for and then list the acronym in parentheses prior to using it again.
- Include any special qualifications, memberships, accomplishments, licenses, typing speed, in the "Other Qualifications" sections that includes training courses, certificates and job-related awards.
- Attach all requested material for the application. Failure to submit all materials requested may lessen your chances.
- If your application/resume is reproduced, be sure every page is easily readable.

- Make certain the pages are in the correct order.
- Provide a relative/friend telephone number if you do not have a telephone. Provide e-mail address and cell phone if possible.
- Contact the office listed on the announcement of any address or telephone number changes or if you have questions.

DON'T:

- Don't use the same application/resume for jobs announcement in non-related fields.
- Don't exaggerate and don't be humble. Be honest.
- Don't describe the work of the organization or the work of others.
- Don't omit church, community or organization work. Volunteer time counts!
- Don't copy or list position descriptions to explain your job.
- Don't submit material that is messy, hard to read or confusing to follow.
- Don't include copies of awards, position descriptions published articles, unless requested to do so.
- Don't use abbreviations or nicknames.