

## SAMPLE FEDERAL RESUME

**Joe D. Halifax**  
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### ★ LOTS OF INFORMATION ON THE FRONT-END ★

Announcement Number: XB-95-23A  
Title and Grade: Accountant GS/12 PERSONAL INFORMATION

Social Security Number: 095-34-9437

Citizenship: U.S.A.  
Veteran's Preference: N/A  
Reinstatement Eligibility: Reinstatement eligible  
Highest Federal Civilian Grade Held: GS/9 511 Series, 12/90-Present

### ★ FEDERAL JOB ANNOUNCEMENTS EMPHASIZE EDUCATION ★

#### EDUCATION

Highest Level Completed: Master of Science

College: State University of New York at Buffalo  
City: Buffalo State: N.Y. Zip: 14202  
Semester Credit Hours Earned: 120 Major: Accounting  
Degree: Bachelor of Arts *Cum Laude* 1983

College: The American University  
City: Washington State: D.C. Zip: 20036  
Semester Credit Hours Earned: 36 Major: Accounting  
Degree: Master of Business Administration 1988

★ REMEMBER: STICK TO THE LAST 10-12 YEARS OF YOUR WORK HISTORY ★  
★ INCLUDE THE SPECIFIC DETAILS ABOUT YOUR PAST JOBS – FEDERAL RESUMES  
REQUIRE THIS INFORMATION ★

## PROFESSIONAL EXPERIENCE

03/2000 – 04/2008 *JOB A*

Job Title: Auditor

Employer's Name: Dept. of Defense, Office of the Inspector General

Employer's Address: 821 Main St, Ourtown, MD 20850

Supervisor's Name: Bob Smith Phone Number: (301) 251-1973

Number of Hours Worked Per Week: 40

Salary: \$40,000

### Duties and Responsibilities:

- Developing and organizing audit steps for assigned segments of audit guide in order to meet specified audit objectives.
- Identifying audit approaches in order to meet audit objectives for assigned areas.
- Researching and identifying the appropriate DOD organizations and audit locations to accomplish assigned audit objectives.
- Researching, organizing, and preparing clear, concise, and grammatically accurate written assignments that are in accordance with OAIG-AUG Instructions and procedures.
- Organizing and presenting information and questions in a clear and understandable manner.
- Providing administrative support and assistance when needed.

### Accomplishments:

- Received a Outstanding Ratings and two Highly Satisfactory Ratings.
- Received six Exceeds Fully Successful Ratings.
- Received four Certificates of Commendation.
- Received a Letter of Appreciation and two Performance Cash Awards.
- Identified \$1 billion in cash reconciliation, \$16 million in accrual and \$8.8 million contingent liabilities adjustments resulting in three major findings.

04/1996 – 07/20005 *JOB B*

Job Title: Staff Accountant/Auditor

Employer's Name: Acme Widget

Employer's Address: 121 15th Street, NW, Washington, D.C. 20005

Supervisor's Name: Joe Bates Phone Number: (202) YYY-YYYY

Number of Hours Worked Per Week: 40

Salary: Beginning \$20,000 Ending \$35,000

Duties and Responsibilities:

- Organizing and maintaining computerized job notification file system.
- Preparing and distributing all billing invoices, and credits pertinent to company charges for construction and engineering departments.
- Expensing through journal entry all monthly interdepartmental accounts
- Compiling detailed financial reports for fiscal and quarterly statements.
- Initiating, compiling and preparing all financial information for property.
- Reconciling income and expense to consolidate trial balance, sub-ledgers, ledgers, and other financial reports.

Accomplishments:

- Received excellent evaluations of performance.
- Promoted as a result of ability.
- Successfully coordinated activities with outside auditor staff.

OTHER QUALIFICATIONS

- Department of Agriculture Graduate School, Washington, D.C., The Federal Audit, 7/05 - 10/05, 40 Hours, completed.
- Department of Agriculture Graduate School, Washington, D.C., Advanced Audit Procedures, 11/03 - 02/04, 40 Hours, completed.

Computer Skills: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Corel WordPerfect; Lotus Notes

Languages: Fluent written and spoken German