**FEDERAL RESUME INFORMATION**

**Applying for an internship or .GOV position?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Each department, agency, or office will have specific instructions for you to follow to apply for a position.
* Thoroughly read the application instructions; the department or agency will have a format they wish for you to use.
* Federal resumes do not have a specified page length. Feel free to fully explain your experiences in detail.
* Keep fonts, font formatting, spacing, and date formats consistent throughout your resume.
* Your name should be on each page of your resume. Use a header or footer, unless otherwise instructed.
* Use consistent spaces to separate sections. Select single- or double-spaced and use lines to divide your resume sections.
* On Federal resumes, if references are required, put them in their own section. You will need to include mailing addresses, phone numbers, and email address.

Have a question about a Federal or .GOV application or resume?

**Make an appointment with a** [**Walton Career Coach**](https://uark.joinhandshake.com/) **with Handshake**

