

What is a Federal SES Resume?

Senior Executive Service (SES) positions are jobs at the the highest levels in the civil service â€” the people who run entire departments or an entire agency. In order to apply for most SES positions, you must have at least 10 years experience. For SES positions, youâ€™ need to submit a federal SES resume and additional statements, plus Executive Core Qualification (ECQ) statements which outline your leadership competencies.

To apply for an SES position, youâ€™ first need a federal SES resume, which includes considerably more information than a resume for a private sector job. Youâ€™ need to include the following:

Announcement number, and title and grade to which youâ€™re applying.

Personal Information, including: full name, mailing address, home, cell and work phone numbers, e-mail address, Social Security number, country of citizenship (most federal jobs require United States citizenship), veterans' preference, highest federal civilian grade held (give job series and dates held) and a professional summary written in the third person.

Work Experience, including each job title (include series and grade if a federal job, or level in military if a veteran), employer's name and full address, including street address, city, state and zip code, supervisor's name and phone number, starting and ending dates (month and year) [note: some formats require month, date and year, hours per week, salary, job duties and accomplishments.

Education, including colleges and universitiesâ€™ name, city, state and zip code, major plus type and year of any degrees received, GPA, total credits and types of credits earned, course list, and high school, including date of diploma or GED, high school name, city, state and zip code.

Other Qualifications, including job-related training courses â€” course title, date, course duration, certifications and licenses (include Secret or Top Secret clearance here), job-related skills (other languages, computer software/hardware, tools, machinery, typing speed), job-related honors, awards, and special accomplishments (memberships in professional or honor societies, leadership activities, public speaking, and performance awards).

The exact format of your federal SES resume may differ, depending on the application requirements for the job to which youâ€™re applying. However, much, if not all, the information above is required for developing a federal resume. Sometimes, a cover letter is a good way to encapsulate your background and experience for the employer. Remember, however, that Federal Resumes â€” including the Federal SES Resume â€” must conform to specific requirements. You must include all of the information required, or the application will be rejected.