

These are general resume guidelines and exceptions do apply. For full details and in-depth assistance please contact the Employment Readiness Program at 910-396-1425/2390. Workshop dates can be found in our [brochure](#). Select the workshop and date that works best for you and [register online!](#)

Private Sector Resume	Federal Sector Resume
Average cost to have one written for you: \$200 Our cost to assist you: FREE	Average cost to have one written for you: \$600 Our cost to assist you: FREE
Short, bulleted 1-2 page Resume.	Detailed, in depth and lengthy details, typically a 3-5 page resume. Info must be relevant to the job.
Lots of styles, formats and templates.	We highly recommend the use of the Resume Builder in USAJOBS! www.usajobs.gov
You can use bullets, bold, graphics and formatting.	The USAJOBS Resume Builder does not provide access to formatting.
Though Resume Paper exists, many employers have moved to an online process. We stock quality resume paper so please do not purchase it.	The online application is preferred but vacancies include instructions for mailing or faxing your application.
Job announcements normally discourage inclusion of extra info. Many request references, transcripts, etc. once you are considered for employment.	Federal vacancies often require additional documents at the time of submission. Contact us if you need help getting your documents uploaded.
Job announcements are typically short with minor details about qualifications.	Federal announcements are very detailed and provide plenty of info about requirements and experience.
Job Seeker has great discretion and can decide what to include. Many job seekers choose to include a resume, cover letter and references.	Job Seekers must follow directions in federal job vacancies exactly or application is subject to rejection.
Job seeker chooses demographic info to include – name, phone number, email, etc.	USAJOBS application process requires you to fill in mandatory fields during account setup.
Great leeway on what to include or leave off. Some choose chronological format with dates visible, others choose formats focused on skills.	Must include dates, hours worked per week and salary. The Resume Builder will place your work history in reverse chronological order.
Optional or typical sections include an objective, summary of skills, education, etc.	USAJOBS Resume Builder has separate sections to add info related to education, certifications, awards, etc.
Free templates are available online and software such as Word has built-in templates for ease of use.	USAJOBS is the primary site we use in our training. Some agencies have programs of their own but there is no cost tied to these federal sites.
Choose our Extreme Resume Makeover Workshop for help with your Private Sector Resume. Resume workshops are offered each week for your convenience.	Choose our Full Day Federal Resume Workshop for help with your federal job search. Classes fill fast due to demand for federal jobs – register 30-45 days in advance!