USDA Natural Resources Conservation Service
U.S. DEPARTMENT OF AGRICULTURE

APPLICANT GUIDANCE: RESUME FORMATTING

Resumes must be no longer than two-pages in length. The resume must address minimum qualifications and other requirements listed in the job announcement. Beginning on September 27, 2025, job seekers can modify **existing resumes** stored in their **USAJOBS profile** or **upload or build a new resume** in their USAJOBS profile to meet the two-page requirement and mark a resume as searchable in the Agency Talent Portal (ATP). Job seekers must choose a resume that is two pages or less to make it searchable and apply for jobs.

To maximize the content of their resumes, applicants are advised of the following:

CONTACT INFORMATION

Name and how best to contact you, including *email address* and *phone number*.

WORK EXPERIENCE

For each relevant work experience, make sure you include:

- *Job Title and Employer* (including series and grade for any Federal positions)
- *Start and end dates with month/year* (e.g., 05/2019 – 08/2022)
- *Number of hours worked* per week
- *Work experience descriptions* aligned with job announcement and address all required qualifications.
- *Brief descriptions* demonstrating your ability to perform the tasks at the required level as stated in the job announcement.

EDUCATION, CERTIFICATION AND LICENSURE

When relevant or required for the position, include education, certification, and/or licenses. Also, provide any required documentation such as transcripts, and/or details (type and date) of certifications and/or licenses.

Education information should include:

- Name of school/institution
- Completion date
- Degree type
- Cumulative Grade Point Average (GPA)

OPTIONAL DETAILS

When relevant, include:

- Current Security Clearance
- Job-related training
- Language skills
- Organizations and affiliations
- Professional publications
- Eligibility for special programs (e.g., military spouses, individuals with disabilities, etc.)

FIVE HELPFUL HINTS FOR CREATING A TWO-PAGE RESUME

1. Prioritize most relevant and recent experience.
2. Use concise, results focused language.
3. Align language from the job announcement.
4. Focus on demonstrating skills and competencies.
5. Remove outdated or unrelated experience.

FOR MORE INFO, GO TO **HELP.USAJOBS.GOV/HOW-TO**.

U.S. Office of Personnel Management, Workforce Policy and Innovation

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