

# Federal Government Job & Internship Search

INDIANA STATE UNIVERSITY CAREER CENTER

The federal government is the single largest employer in the United States, and the Midwest has the second largest concentration of government jobs next to Washington D.C. They have jobs for every major, which offer great pay, good work-life balance, and allow you to serve your country while doing work you enjoy.

## Find Job Openings

- Most government job openings are listed on a centralized website: [www.usajobs.gov](http://www.usajobs.gov). You should visit this job site first for current openings. You can also check each agency's "careers" page to see what positions they currently have open. You can find an A-Z list of all government agencies at [www.usa.gov](http://www.usa.gov).
- Fed Scope (<http://www.fedscope.opm.gov>) allows you to see the type of federal jobs in which people in your state are currently employed. Contact specific agencies to learn about special hiring programs.
- Look beyond job titles. Government titles are often different than those in the private sector. You can view federal job titles by college major via the EI-23 form. Simply type "EI-23" into any search browser.
- **Federal agencies are NOT required to post their internships on usajobs.gov.** Agencies often will only post internships on their agency website. Go directly to their website and type "student internships" into the search engine. If you cannot find anything on a particular agency's website, contact them and ask if they have any internship opportunities.

## Decode Vacancy Announcements

- Scan the job announcement for its most important parts. Each posting will list a closing date, job description, qualifications and application instructions. If you miss a closing date, check to see if the application window has been extended. Carefully check the required qualifications before applying.
- The government hires people with every level of experience and education. The qualifications needed for each job is described in detail in the vacancy. Each job has a code that corresponds to its minimum requirements. Understanding these codes will speed your search. **Jobs that require a bachelor's degree and no experience are graded GS-5 or GS-7.** College degrees only qualify you for a particular grade level if they are related to the job.
- An often overlooked piece is the "Additional Qualifications" section. **The components within this section are used to rank applicants, so be mindful to carefully complete this section of the application.**

## Key Points When Writing a Federal Résumé

- Government résumés are often 2-5 pages in length and include more detail than you would include on a traditional résumé. Creating a federal résumé involves gathering the required information and formatting it correctly. Once you create a draft, visit the ISU Career Center and have it reviewed.
- It is strongly suggested you use the Resume Builder available on USAJOBS.gov.
- Include your citizenship on your resume. Most positions require applicants to be a U.S. citizen in order to apply, but there may be exceptions for hard to fill jobs. You also need to identify whether you have ever worked for the federal government and whether you qualify for veteran's preference.
- Be sure to match your experience to the duties and qualifications listed in the job announcement. Use key words from the vacancy announcement if possible, because employers review résumés by key word searches through their applicant tracking system.
- High school information is often required on a federal résumé.
- Highlight any publications or presentations you've conducted.
- A more detailed, paragraph format can be used (if preferred) over bulleted items in the employment history category.

### Key Points When Writing a Federal Résumé Cont'd

- Once your materials are submitted, be prepared for a wait. The process to hire an individual in a government agency is much longer than the private sector. It takes up to six months, in some cases, until an agency will contact you for an interview. Be patient.

### Interviewing and Accepting a Job Offer

- Government interviews are similar to those in private industry. Prepare for an interview by researching the agency to which you are applying. Bring picture ID to pass security screening and make sure to arrive early. Refer to the ISU Interviewing Guide, look at our website, and schedule a practice interview to prepare. If you are selected for a job, a human resources specialist will call you with an offer.

### Federal Government Job & Internship Search Resources

- [www.usajobs.gov](http://www.usajobs.gov)
  - Federal government's job database for full time, internships, part time and temporary positions. Includes jobs for students and recent grads and specialized internship programs.
- [www.makingthedifference.org](http://www.makingthedifference.org)
  - A student-centered website with a wealth of information on opportunities in the federal government. Included is information on preparing your application, interest-specific career guides, agency profiles, and profiles of young federal employees.
- [www.bestplacetowork.org](http://www.bestplacetowork.org)
  - The Best Places to Work rankings are the most comprehensive and authoritative rating and analysis of employee satisfaction and commitment in the federal government.
- [www.usa.gov](http://www.usa.gov)
  - Search an A-Z listing of federal agencies.

**SAMPLE GOVERNMENT RÉSUMÉ**

*NOTE: Federal government résumés can be 2-5 pages in length depending on your amount of experience.*

**Anna S. Ward**

1700 Fox Run Road  
Bridgewater, IN 08807  
(812) 898-8989

[award@sycamores.indstate.edu](mailto:award@sycamores.indstate.edu)

Citizenship: United States

Veterans Status: N/A Federal Civilian Status: N/A

Clearance: N/A

Languages: Spanish (Conversational, Moderate Speaking)

**OBJECTIVE** CBP VETERINARY SPECIALIST Intern Position; Job Announcement MHC-05-1569840-SJN

**SUMMARY OF RELEVANT LABORATORY SKILLS**

- Prepared animal specimens for laboratory analysis and testing. Prepared and stained slides for microscopic testing for specific disease pathogens.
- Skilled in the use of laboratory equipment and instrumentation.
- Observed veterinary surgical and autopsy procedures on both domestic and farm animals. Provided minor assistance as requested during procedures.
- Basic skills in collecting blood, urine and feces from animals, and blood specimens from humans. Performed red and white blood cell counts.

**EDUCATION**

Indiana State University

Terre Haute, IN

**Bachelor of Science in Biology**

May 2018

GPA: 3.7/4.0

Related Coursework:

- Intro to Biology/Lab, Human Biology and Disease, Anatomy and Physiology and Lab, Intro to Animal Behavior

North Bridgewater High School

Bridgewater, IN

**High School Diploma**

June 2014

GPA: 3.9/4.0

**RELATED EXPERIENCE (Paid and Unpaid)**

Valley View Animal Hospital

May – August 2017

**Veterinary Assistant**

2100 Main Street, Bridgewater, IN 08807

Supervisor: Dr. Henry Johnson (555) 898-1212

Salary: \$11/Hour 40 Hours/Week

Duties:

- Worked directly with veterinarian to diagnose and treat a variety of domestic animal diseases and conditions. Assisted with routine examinations and treatments. Maintained facility, lab, and equipment.

Ho Clinic

May – August 2016

**Medical Assistant**

Ho, Ghana, West Africa

Supervisor: Ariana Logan; contact via Volunteers Inc., New York, NY (800) 222-3333

Salary: Volunteer 55 Hours/Week

Duties:

- Lived in an African compound and worked at local veterinary hospital. Cared for both animals and residents because of their modest laboratory facilities. Acquired outstanding hands-on experience in phlebotomy, hematology, routine and emergency surgical procedures. Performed field autopsies and general animal health care.

Anna S. Ward

Tri-Cities Animal Hospital

December 2013 – May 2016

**Animal Care Assistant**

1100 Stream Parkway, Edison, IN 08817

Supervisor: Andrea Santos (123) 567-8910

Salary: Volunteer 20 Hours/Weekend

Duties:

- Cared for domestic animals, cleaned kennel facilities, and provided routine hygiene. Coordinated animal drop-offs and pick-ups in a facility that averaged 30 patients a day. Counseled owners on treatment options in a caring and thorough manner.

**COMMUNITY INVOLVEMENT**

- Midwest Chapter 4-H Club (January 2009 – Present)
- Breed and raise yellow Labrador puppies for resale. Raise and care for pups until they are ready to go to individual homes. Interview owners to place pups in happy and healthy homes. (May 2009 – Present)
- Terre Haute Humane Society Volunteer (2016 – 2018)