



Transitioning your Resume from Federal to Private

To transition a federal resume to a public sector resume, focus on tailoring your experience and skills to the specific role and industry you're targeting. Use industry-specific language, highlight transferable skills, and consider shortening the length to a more standard resume format.

Key Differences & Strategies:

- **Length:** Federal resumes often require more detail and can be longer, while public sector resumes are generally shorter and more focused.
- **Focus:** Public sector resumes should emphasize results and quantifiable achievements, while federal resumes may be more descriptive of tasks and responsibilities. Typically public sector resumes do not require salary information on them.
- **Language:** Use common industry terminology and avoid federal jargon.
- **Tailoring:** Customize your resume for each specific job application, highlighting the most relevant skills and experiences.

Steps to Transition your Resume:

- 1. Analyze the Job Description:** Identify the key skills, experience, and requirements for the public sector position.
- 2. Translate Your Experience:** Refocus your federal experience to highlight how it translates to the public sector role. Focus on results and quantifiable achievements.
- 3. Use Action Verbs:** Use strong action verbs to describe your accomplishments and responsibilities.
- 4. Consider the Format:** Use a reverse chronological format (most recent experience first) and a clear, easy-to-read layout.
- 5. Proofread and Seek Feedback:** Carefully review your resume for any errors and consider getting feedback from a career coach or trusted professional.

Additional Help:

Career Services:

Many universities, workforce development agencies, and professional organizations offer resume writing and career coaching services, including assistance with transitioning federal resumes.

Virginia Works:

Offers job seekers the resources and assistance they need to find employment. Find your local office at: virginiaworks.gov.

Federal Resume Writing Experts:

Some companies specialize in helping individuals transition from federal to public sector roles. Search for "federal resume writing services" for options.

By following these steps and focusing on tailoring your resume to the public sector, you can effectively showcase your skills and experience to potential employers.