



Federal Resume and Cover Letter Writing Resources

Note: Per [Executive Order 14170](#) and the [Merit Hiring Plan](#), beginning September 27, 2025, all federal agencies will only accept resumes up to two pages in length. This document provides a comprehensive collection of practical resources and tips for writing federal resumes and cover letters.

Resources and Templates

- [Merit Hiring Plan Resources](#) | U.S. Office of Personnel Management
- [Merit Hiring Plan Frequently Asked Questions](#) | Office of Personnel Management
- [What to know about new federal resume requirements](#) | Veterans Affairs News
- [What to Know About the New Federal Application Process](#) | Fed Week
- [Two-Page Federal Resume Implementation Guidance](#) | Clearance Jobs
- [Converting Your Federal Resume to the New 2-Page Style](#) | Fed Week
- [How do I write a resume for a federal job?](#) | USA Jobs
- [Applicant Guidance on the Two-Page Resume Limit](#) | U.S. Office of Personnel Management
- [Building a Federal Resume](#) | Partnership for Public Service
- [Tips for Writing a Federal Resume](#) | United States Department of Labor
- [How to Build a Federal Resume](#) | Forest Service, United States Department of Agriculture
- [Tips for Writing a Cover Letter](#) | Office of Human Resources, California Department of General Services
- [2023 Guide to Writing Cover Letter for Government Jobs](#) | Hiration
- [What Employers Look for When Hiring in the Public Sector](#) | 2019 Call to Serve Panel, The Phi Beta Kappa Society



Our Top Tips for Federal Resumes: This section offers specific advice and guidance for crafting effective federal resumes.

- **Tailor to Job Announcements:** Customize your resume to reflect the specific language and requirements in a job description. This practice can make a strong impression on your hiring manager and increase your chances of moving to the interview stage of the application process.
- **Quantify Accomplishments:** Numbers impress hiring managers. Use numbers, percentages, and data to highlight the impact of your past work and achievements.
- **Market Skills and Achievements:** Highlight relevant knowledge, skills, and accomplishments that are relevant to the job you are applying for, even if it is not formal employment. This can include volunteer engagements, community involvement, and leadership positions on and off campus.
- **Spelling and Grammar:** Ensure your resume is thoroughly edited and free of spelling and grammar errors to demonstrate professionalism and attention-to-detail. Available sources for editing may include online grammar tools, writing centers, or a trusted peer.
- **Clarity and Concision:** Your resume should be readable to someone who has no background with the experiences and affiliations you detail. To achieve this, avoid using jargon and acronyms. Write in clear, simple language that anyone can understand, and focus on relevant information.