



# Federal Air Marshal Resume Tip Sheet



When applying for a position with TSA, candidates are required to submit a resume. Candidates will be removed from consideration if their resume is missing. Below you'll find helpful Do's and Don'ts to keep in mind when building your resume.

## Do's and Don'ts:

### 1. Do use the Resume Builder:

- While you are able to upload a resume to USAJOBS, it's highly recommended to use the Resume Builder. It prompts you to include important information and guides you through the process. For detailed steps using the Resume Builder, visit [USAJOBS Help Center](#).

### 2. Do include the following information:

- Personal information: full name, US citizenship, contact information (home and/or work number, email and home address)
- Previous and current work experience
- Employer's name and location (e.g., Transportation Security Administration, Arlington, VA)
- Position title
  - Federal positions should include pay plan, series and grade (e.g., GS-0132-13)
  - Non-federal and military should list organizational title (e.g., Intelligence Operations Specialist)
- Start and end dates for each position (e.g., 01/2009 – 06/2022)
- Number of hours worked per week in each position (e.g., 40 Hours/Week)
- Annual salary (e.g., \$54,000/Year)

### 3. Do include your level/amount of experience, including examples of relevant accomplishments.

- For example, indicating that you served as a project manager for two years helps to illustrate your experience.

### 4. Do read the Duties and Qualifications section of the JOA, paying particular attention to any Specialized Experience to ensure you're providing adequate examples of your relevant experience.

### 5. Do be clear and specific in describing your experience; TSA will not make any assumptions regarding your experience.

### 6. Do set up a job search agent to automatically search for and identify opportunities that are compatible with your experience and career interests.

### 7. Don't only include accomplishments when listing your experience; be sure to indicate your role and responsibilities for each position you've held.

### 8. Don't copy and paste duties listed in the JOA.

