

WARNING: *Under Direct Hire Authority (DHA), your resume and attached transcripts/certifications are all that will be used to determine if you are qualified and should be interviewed for vacancies.*

Evaluators are not permitted to assume anything:

- ◆ There must be proof on your resume that you have actually performed work that is related to the occupation(s) for which you want to be considered.
- ◆ Your resume is the official document that is used to decide if you are qualified, or not qualified, at each pay grade level in the occupation(s) you are applying for.
 - ◆ **Your resume is more important than an interview** because it is all that may be used to determine your qualifications so that you can be invited to an interview.

Resume requirements:

- ◆ Include your email address and phone number on your resume!!!
- ◆ **Resumes may be in any format, but each block of work experience must include:**
 - ◆ Employer (company) name;
 - ◆ Location(s) where you worked;
 - ◆ Job title;
 - ◆ Start and end dates (including the month and year);
 - ◆ Average number of hours you worked per week;
 - ◆ Salary info is optional;
 - ◆ Supervisors' name, phone number, and a "may we contact" statement; and
 - ◆ Detailed information about the work performed.

Credibility of your resume:

- ◆ **Work experience descriptions that are largely copied** from announcements, position descriptions, job grading standards, etc., are not true reflections of an applicant's work experience and **will likely not be trusted to determine qualifications.**
 - ◆ **Example of Non-credible Description:** Removes, installs, inspects, repairs, and modifies engines, engine modules and components, and propellers and propeller components. Disassembles and assembles engines and propellers adhering to prescribed procedures. Tests components using bench mockups and test equipment. Installs and removes engines on test stands. Inspects and maintains engine ground support equipment.
 - ◆ **Example of Credible Description:** I disassemble and assemble engines and propellers adhering to prescribed procedures. I prepare engines and propellers for installation, storage, or transportation. I test components using bench mockups and test equipment. I install and remove engines on test stands and inspect and maintain engine ground support equipment. I operate and perform operator inspections on related support equipment.
- ◆ **A resume that you did not write yourself is less credible**, and will be subject to more scrutiny, than one that is in your own words.
 - ◆ **You will not be evaluated on how nice your resume looks, or how well it is written.**

- ◆ All that matters is including enough information about your experience for evaluators to determine whether or not you are qualified in the occupation(s) for which you have applied.

If you are applying as a graduate of a technical training program:

- ◆ In order to be qualified for WG-7 or WG-8 performance levels in an occupation, just stating that you graduated from a technical training program will not be enough!!! *Nothing can be assumed.*
- ◆ **WG-7 and WG-8 are mid-level jobs require you to immediately perform the less difficult of common tasks under normal supervision.**
- ◆ You already need to have some specialized experience related to the job(s) for which you are applying.
- ◆ **You will not qualify at the WG-7 or WG-8 performance level unless your resume provides descriptions of:**
 - ◆ Specific courses that you took (a transcript is a good way to provide this list);
 - ◆ The most complicated tasks you performed during hands-on course projects;
 - ◆ The tools, instruments, equipment, machinery, materials, etc., that you used;
 - ◆ The techniques you used to perform the most complicated tasks; and
 - ◆ How you used technical drawings, blueprints, technical instructions in your work.

If you are applying based on previous work experience:

- ◆ **If you put a job title on your resume (for example, “Electrician”) but you do not describe in detail:**
 - ◆ the most complicated duties you performed in that role;
 - ◆ the tools, instruments, equipment, machinery, materials, etc., that you used;
 - ◆ the techniques you used to perform the most complicated duties; and
 - ◆ how you used technical drawings, blueprints, technical instructions in your work;***you will not get full credit for that experience and it may result in your being rated unqualified at higher grade levels. Nothing can be assumed.***

If you are applying based on hobbies, volunteer work or other unpaid experience:

- ◆ **All experience is valuable whether paid or unpaid (volunteer activities, hobbies).**
 - ◆ Your resume is evaluated as a whole and any and all experience listed that is related to, or qualifying for, the position being filled is considered.
- ◆ **However, you cannot make claims such as “I fix cars” or “I repair appliances” without describing in detail:**
 - ◆ Specific projects you worked on that relate to the occupation(s) for which you are applying;
 - ◆ the techniques you used to perform the most complicated tasks; and
 - ◆ the tools, instruments, equipment, machinery, materials, etc., that you used. *Nothing can be assumed.*

If you are applying based on military experience:

- ◆ **REMINDER: Usual rules for veterans’ preference do not apply under DHA.**

- ◆ If you are eligible for mandatory consideration/placement under Competitive Examining, keep in mind:
 - ◆ **Under DHA, your competitiveness with other candidates is based solely on what you include in your resume – you will not automatically get an interview based on veterans' preference.**
 - ◆ If you meet qualifications, a supervisor may choose to (but is not required to) interview you.
- ◆ DHA selections are based on the quality of your experience and the decision of the selecting official that you would be the best match for the specific requirements of the particular job being filled.
- ◆ **If you have military experience** that is related to the occupation(s) for which you are applying, you need to provide just as much detailed information on your resume as those with non-military experience must do - **NOTHING CAN BE ASSUMED!!!**