

Federal Highway Administration

APPLICATION PACKAGE CHECKLIST

- Current Resume (*See Resume criteria below)
- Current Transcripts (**See Education criteria below)
- Copy of DD-214 if claiming veteran's preference.

Include the DD-214 to claim 5 point preference. To claim 10 point preference, attach an SF-15, Application for 10-Point Veteran's preference, plus the proof required by that form (visit www.opm.gov/veterans for more information).

***RESUME CRITERIA** (in addition to specific information in the job vacancy announcement):

JOB INFORMATION

- **Announcement number**, and **title and grade** of the job you are applying for.

PERSONAL INFORMATION

- Full name, mailing address (with zip code), day and evening phone numbers (with area code), and Social Security number.
- Country of Citizenship (Most Federal permanent full-time jobs require United States citizenship.)
- Veteran's preference (See www.opm.gov)
- Reinstatement eligibility (If requested, attach SF-50 proof of your career or career-conditional status.)
- Highest Federal civilian grade held (Also give job series and dates held.)

EDUCATION

High School

- Name, City, and State (zip code if known)
- Date of diploma or GED

Colleges or Universities

- Name, City, and State (zip code if known)
- Majors
- Type and year of any degrees received (If no degree, show total credits earned and indicate whether semester or quarter hours.)

***Send a copy of your unofficial college transcript which identifies your school and includes your name*

WORK EXPERIENCE

- Give the following information for your paid and non-paid work experience related to the job you are applying for. (Do not send position descriptions):
 - Job title (include series and grade if Federal job)
 - Duties and accomplishments
 - Employer's name and address
 - Supervisor's name and phone number
 - Starting and ending date (month, day, and year)
 - Hours per week
 - Salary
- Indicate if we may contact your current supervisor

OTHER QUALIFICATIONS

- Job-related training courses (title and year)
- Job-related skills (for example, other languages, computer software/hardware, tools, machinery, typing speed)
- Job-related certificates and licenses (Current only)
- Job-related honors, awards and special accomplishments (for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards – provide dates, send documents only upon request)

