

FEDERAL GOVERNMENT JOB & INTERNSHIP SEARCH

The federal government is the single largest employer in the United States, and the Midwest has the second largest concentration of government jobs next to Washington D.C. They have jobs for every major, which offer great pay, good work-life balance, and allow you to serve your country while doing work you enjoy.

Find Job Openings

- Most government job openings are listed on a centralized website: www.usajobs.gov. You should visit this job site first for current openings. You can also check each agency's "careers" page to see what positions they currently have open. You can find an A-Z list of all government agencies at www.usa.gov.
- Fed Scope (<http://www.fedscope.opm.gov>) allows you to see the type of federal jobs in which people in your state are currently employed. Contact specific agencies to learn about special hiring programs.
- Look beyond job titles. Government titles are often different than those in the private sector. You can view federal job titles by college major at usajobs.gov > Help Center > search "Federal occupations by college major."
- **Federal agencies are NOT required to post their internships on usajobs.gov.** Agencies often will only post internships on their agency website. Go directly to their website and type "student internships" into the search engine. If you cannot find anything on a particular agency's website, contact them and ask if they have any internship opportunities.

Decode Vacancy Announcements

- Scan the job announcement for its most important parts. Each posting will list a closing date, job description, qualifications and application instructions. If you miss a closing date, check to see if the application window has been extended. Carefully check the required qualifications before applying.
- The government hires people with every level of experience and education. The qualifications needed for each job is described in detail in the vacancy. Each job has a code that corresponds to its minimum requirements. Understanding these codes will speed your search. **Jobs that require a bachelor's degree and no experience are graded GS-5 or GS-7.** College degrees only qualify you for a particular grade level if they are related to the job. Applicants **with a master's degree may be able to look at jobs graded GS-9.**
- Each job posting will list which type of candidate this job is open to (veterans, internal to agency, individuals with disabilities, etc.). Many students and recent graduates should search for postings "Open to Public," "Students," or "Recent Graduates," unless you meet one of the other candidates.
- An often overlooked piece is the "Additional Qualifications" section. **The components within this section are used to rank applicants, so be mindful to carefully complete this section of the application.**
- Each job announcement has a **reference number**. Use that number when you communicate with an agency so your application can quickly be located. You can find the job announcement number in the overview section of the job announcement.

Key Points When Writing a Federal Résumé

- **All federal résumés are not to exceed two pages.** Any applicant who submits a résumé over two pages will be marked ineligible.
- It is strongly suggested you use the Résumé Builder available on USAJOBS.gov (<https://help.usajobs.gov/faq/application/documents/resume/what-to-include>)
- Include your citizenship on your résumé. Most positions require applicants to be a U.S. citizen in order to apply, but there may be exceptions for hard to fill jobs. You also need to identify whether you have ever worked for the federal government in the past and whether you qualify for veteran's preference.

- Be sure to match your experience to the duties and qualifications listed in the job announcement. Use key words from the vacancy announcement if possible, because employers review résumés by key word searches through their applicant tracking system.
- Veterans should use a military translation site to convert their military language to civilian terms.
- Under each work experience on your resume, list the start and end dates, the number of hours worked per week, your salary or GS grade/series, your supervisor's name and phone number.
- Highlight any publications or presentations you've conducted if you are applying for a research position.
- Once your materials are submitted, be prepared for a wait. The process to hire an individual in a government agency is much longer than the private sector. Most agencies strive to fill their open positions within 80 days or sooner. However, the average "time to hire," or the time between applying and receiving an offer, is still close to 100 days. Be patient.
- Additional to USAjobs.gov, the OPM Guide to Resumes at <https://resumeoptimizerpro.com/blog/federal-resume-template-guide> provides good information.

Interviewing and Accepting a Job Offer

- Government interviews are similar to those in private industry. Prepare for an interview by researching the agency to which you are applying. Bring picture ID to pass security screening and make sure to arrive early. Refer to the ISU Interviewing Guide, look at our website, and schedule a practice interview to prepare. If you are selected for a job, a human resources specialist will call you with an offer.

Federal Government Job & Internship Search Resources

- www.usajobs.gov
 - Federal government's job database for full time, internships, part time and temporary positions. Includes jobs for students and recent grads and specialized internship programs.
- www.gogovernment.org
 - A student-centered website with a wealth of information on opportunities in the federal government. Included is information on preparing your application, interest-specific career guides, agency profiles, and profiles of young federal employees.
- www.bestplacetowork.org
 - The Best Places to Work rankings are the most comprehensive and authoritative rating and analysis of employee satisfaction and commitment in the federal government.
- www.usa.gov
 - Search an A-Z listing of federal agencies.

SAMPLE GOVERNMENT RÉSUMÉ

NOTE: All federal résumés are not to exceed two pages.

Vada Sultenfuss

1700 Fox Run Road, West Newbury, MA 01922
(812) 123-7890 | vsultenfuss1234@sycamores.indstate.edu

Citizenship: U.S. Citizen | **Veteran's Preference:** None | **Highest GS Level Held:** N/A

Security Clearance: None (Optional – only if you have a clearance)

OBJECTIVE CBP VETERINARY SPECIALIST Intern Position; Job Announcement MHC-05-1569840-SJN

SUMMARY OF RELEVANT LABORATORY SKILLS

- Prepared animal specimens for laboratory analysis and testing. Prepared and stained slides for microscopic testing for specific disease pathogens.
- Skilled in the use of laboratory equipment and instrumentation.
- Observed veterinary surgical and autopsy procedures on both domestic and farm animals. Provided minor assistance as requested during procedures.
- Basic skills in collecting blood, urine and feces from animals, and blood specimens from humans. Performed red and white blood cell counts.

EDUCATION

Indiana State University
Bachelor of Science in Biology
GPA: 3.7/4.0

Terre Haute, IN
Expected May 2027

RELATED EXPERIENCE (Paid and Unpaid)

Valley View Animal Hospital

May – August 2026

Veterinary Assistant

2100 Main Street, Bridgewater, IN 08807
Supervisor: Dr. Henry Johnson (555) 898-1212
Salary: \$13/Hour 40 Hours/Week

- Assisted veterinarians and technicians with **20–30 patient appointments per day**, including physical examinations, vaccinations, diagnostic testing, and treatment procedures for dogs, cats, and other companion animals.
- Prepared examination rooms, sterilized instruments, and maintained **100% compliance** with sanitation and infection-control protocols to ensure a safe clinical environment.
- Collected and processed laboratory specimens, performed routine diagnostic tests, and accurately documented patient records for **25+ cases daily**.

Ho Clinic

May – August 2025

Medical Assistant

Ho, Ghana, West Africa
Supervisor: Ariana Logan; contact via Volunteers Inc., New York, NY (800) 222-3333
Salary: Volunteer 55 Hours/Week

- Provided direct patient care in a rural West African clinic, assisting with examinations, phlebotomy, hematology testing, wound care, and routine medical procedures while serving **40–60 hours per week** in a resource-limited setting.
- Assisted physicians and veterinary professionals with **routine and emergency surgical procedures**, laboratory testing, and field autopsies, adapting clinical techniques to meet the needs of both human and animal patients.
- Collaborated with an interdisciplinary healthcare team to deliver medical and veterinary services to underserved community members, demonstrating adaptability, cultural competence, and problem-solving in a low-resource healthcare environment.

Animal Care Assistant

1100 Stream Parkway, Edison, IN 08817

Supervisor: Andrea Santos (123) 567-8910

Salary: Volunteer 20 Hours/Weekend

- Provided daily care for **30+ animal patients**, including feeding, exercise, grooming, medication administration, and monitoring for changes in health or behavior.
- Maintained clean, sanitized kennels, treatment areas, and equipment in accordance with infection-control and animal welfare standards, supporting a safe environment for patients and staff.
- Coordinated client check-in and discharge for **30+ appointments per day**, educating pet owners on treatment plans, medications, follow-up care, and preventive health recommendations with professionalism and compassion.

COMMUNITY INVOLVEMENT

- Midwest Chapter 4-H Club (January 2015 – Present)
- Breed and raise yellow Labrador puppies for resale. Raise and care for pups until they are ready to go to individual homes. Interview owners to place pups in happy and healthy homes. (2014 – Present)
- Terre Haute Humane Society Volunteer (2023 – 2026)