

**FEDERAL RESUME SAMPLE #1**

**Anika Burman**

10110 Battleview Parkway  
Manassas, VA United States  
Day Phone: 1234567890  
Email: anika\_burman00@apus.edu

Country of Citizenship: United States of America  
Veterans' Preference: No  
Hiring Authority: Schedule A

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**Availability:** **Job Type:** Permanent, Multiple Appointment Types, Telework  
**Work Schedule:** Full-Time, Part-Time

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**Desired Locations:** United States—DC—Washington DC  
United States—MD—Bethesda  
United States—PA—Philadelphia  
United States—VA—Arlington

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**Work Experience:** **Employer #1**  
1234 Main Street  
Washington DC 20001 United States

**07/2016 - Present**  
**Hours per week:** 40  
**International Student Advisor**

**Duties, Accomplishments and Related Skills:**

REVIEW DOCUMENTS for AUTHENTICITY specifically regarding visa and SEVIS, with 100% accuracy. Utilize E-Verify and Systematic Alien Verification for Entitlement (SAVE) to verify individuals' standings and visa information. Advise approximately 20 individuals a day on immigration regulations and compliance issues to ensure proper protocol. Receive and disseminate information to appropriate authority or office regarding immigration compliance issues via automation, e-mail, mail or telephone. Resolve misunderstandings and confusion among individuals regarding visa standing and adherence to federal regulations using Spanish, English, and Hindi.

COMPILE, INTERPRET and ANALYZE data regarding international student regulations and compliance rates. Review data for authenticity and verify status before reporting information. Utilize spreadsheets, word processing documents and sign-in logs to organize and present data to higher officials internally and outside the university. Report findings and propose suggestions to higher officials, including a data tracking process that ultimately decreased filing time by 14%. Implement suggested changes and evaluate data quality. Earned the Cumulative Quality Annual Award in December 2018 for achievements.

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DEVELOP, COORDINATE and DIRECT student programs and services regarding immigration, tax and travel workshops on a monthly, ongoing basis. Communicate with university officials regarding issues of non-compliance and new regulations. Perform ongoing reviews of service performance regularly and implement changes based on evaluations for further program and service success, resulting in 27% increased attendance over last year.

**Supervisor:** Ann Nguyen (555-555-5555)

**Okay to contact this Supervisor:** Contact me first

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### **Employer #2**

789 Downtown Ave.  
Silver Spring, MD 20815 United States

**02/2015 – 08/2016**

**Hours per week: 12**

**Translator/Interpreter**

#### **Duties, Accomplishments and Related Skills:**

TRANSLATED communication between patients and hospital personnel in Hindi, ensuring patients understood the information provided and the health services available to them. Earned 2015 Customer Service All-Star Award for receiving over 50 positive survey results from clients served.

**Supervisor:** Wilhelm Fischer (555-555-5555)

**Okay to contact this Supervisor:** Yes

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### **Employer #3**

456 Main Street  
Arlington, VA 22206 United States

**01/2014 – 07/2016**

**Hours per week: 30**

**Assistant Deli Manager**

#### **Duties, Accomplishments and Related Skills:**

COMMUNICATED with customers on a daily basis. Provided excellent customer service to diverse clientele. Solved customer complaints in a timely manner and escalated issues to manager when needed. Recommended new products to customers based on their interest and past purchases.

TRAINED new customer service associates on store policies and regulations. Presented training information at monthly storewide meeting for 50 employees. Created training manual for new employees based on feedback from new hire and on-the-job training.

**Supervisor:** Javel Brown (555-555-5555)

**Okay to contact this Supervisor:** Contact me first

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**Education:** American Public University System, Charles Town, WV United States  
Bachelor's Degree, 08/2016  
Major: International Relations

American Public University System, Charles Town, WV United States  
Associate's Degree, 02/2014  
Major: Communications

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**Language Skills:**

<b>Language</b>	<b>Spoken</b>	<b>Written</b>	<b>Read</b>
Hindi	Advanced	Advanced	Advanced
Spanish-American	Intermediate	Intermediate	Intermediate

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**Affiliations:** American Translators Association—Member  
International Studies Association—Member

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**Additional Information:**

**COMPUTER:** Microsoft Office (Word, Excel, Powerpoint); SEVIS applications; E-Verify

**VOLUNTEER:** 2018 Family Readiness Group, Fort Meyer, Arlington, VA. Coordinated 6 volunteers' participation in planning unit Family Fun Day. Event had approximately 300 visitors and came in \$200 under budget.