

PRODUCING A QUALITY APPLICATION/ RESUME

BACKGROUND: The National Guard Technician Employment Program consist primarily of two (2) types of Federal Civil Service positions:

Military Technician and Competitive Technician positions:

- **Military Technician (Dual Status)** is any person employed under the Technician Act of 1968 who must hold a military position in the Maryland (Army/Air) National Guard as a condition of employment. Military Technicians occupy Excepted Service (Dual Status) positions and serve under Excepted Appointments. Excepted Service appointees will meet all job qualifications and military assignment requirements prior to, or simultaneous with their selection. All military technicians will wear the military uniform as appropriate (Army National Guard or Air National Guard) for their service branch of employment and federally recognized grade. Military Technicians will also comply with regulations pertaining to grooming standards and wearing of the uniform.
- A **Competitive Technician (Non Dual Status)** is any person employed under the Technician Act of 1968 for whom military membership is not a condition of employment. Competitive Technicians usually serve under a Career or Career-Conditional Appointment.

TECHNICIAN VACANCY ANNOUNCEMENT: A published Vacancy Announcement is the most commonly used method to fill Technician positions, and should be located on unit bulletin boards. Vacancy announcements normally remain open for 30 days. You should carefully review an announcement in which you are interested prior to completing your application/resume. Several items on the announcement are of particular importance:

- The Vacancy Announcement Number is often confused with the position description control number. The announcement number is located at the top and bottom on the first page of the announcement. This is the number that must be placed on the application/resume.
- The closing date is the date by which all applications/resumes must be received. Applications/ Resumes received after the closing date will not be considered.
- The Area of Consideration designates the type of position (Excepted or Competitive) being advertised, and who may apply. If you have any questions as to whether you are within the "Area of Consideration" please contact CPT Bravo at robert.bravo@mdbalt.ang.af.mil , for guidance.
- Military Compatibility pertains only to Excepted Service positions, and is not part of the qualifications. Military Compatibility indicates the military position that the individual selected must occupy after assignment to the Technician position.
- The Qualifications and Knowledge, Skills and Abilities (KSA's) on the announcement are the only criteria used to evaluate applicants' basic eligibility.

The information you supply on your application/resume is compared against those qualifications and KSA's.

All applications/ resumes are to be forwarded to the Human Resource Office, Maryland National Guard, Fifth Regiment Armory, 29th Division Street, Baltimore, Maryland 21201-2288. Applications/ resumes that have been either faxed, or mailed in a U.S. Government envelope will not be accepted. Applications/ resumes should not be forwarded to the organization where the position is located.

APPLICATION/ RESUME:

Examples of the most common mistakes made when completing an application/ resume:

- 1. Omitting the Vacancy Announcement Number.**
- 2. Application/ Resume received after closing date.**
- 3. Not complying with the Area of Consideration.**
- 4. Illegible copies.**
- 5. Failing to include military (National Guard) experience.**
- 6. Insufficient description of personal duties and responsibilities obtain from past and current employment.**

INTRODUCTION: You may choose to submit either a resume, Optional Form 612 (Optional Application for Federal Employment), or other written format when applying for Technician vacancies. The information you submit can make a difference between your being rated eligible or ineligible for the position. It is important that your application/ resume be accurate, neat and carefully completed. Producing a quality application/ resume that fully represents your experience and qualifications takes time and effort. It is best to prepare a quality original to keep for yourself, and present one (1) copy for each job for which you wish to apply. Copies of the application/ resume must be clear and legible. Remember to revise your application/resume as you accumulate additional experience, knowledge and skills.

If possible, your application/ resume should be typed. Type or write your last name in CAPITAL letters, followed by your first name, then middle name, if applicable. This can prevent misplacement or misfiling of your application. Should you choose to submit an OF 612, all items must be completed. Write "NA" (not applicable) in any item which does not pertain to you.

This indicates that you did not simply overlook the item. Failing to complete all items could cause a delay in processing your application. Also be sure to indicate what is the least salary or grade you would accept. If you desire a particular amount or grade, but would accept less, note the amount or grade you would accept.

Your qualifications will be evaluated only for the amount or grade you designate. Prior to completing your application read the "General Instructions/ General Information" section of the

OF 612 and the "Instructions for Applying" section of the vacancy announcement, and carefully follow these instructions.

It is very important that you read all the information provided on the vacancy announcement. Applications/ Resumes which do not provide all the information requested in the vacancy announcement or its attachment, may cause loss of consideration for the position for which you are applying.

JOB EXPERIENCE: The most important information will be your (1) job related experience and the (2) KSA's that you have gained through that experience. This information will be used to determine your qualifications. It is important to give a complete and detailed description of your specific duties, responsibilities, and accomplishments for each position held that relates to the position for which you are applying. Also, describe how you obtained the specific KSA's listed on the vacancy announcement. Be thorough and you will avoid problems and delays! The person evaluating your application/ resume cannot assume you performed duties in a particular job. Use month and year format for your job experience.

Before you begin to prepare your description of duties ask yourself these few simple questions:

1. What were my exact duties?
2. What were my exact responsibilities?
3. Did I perform duties on my own initiative, without guidance?
4. What did I accomplish and how did I go about it?
5. Did my accomplishment(s) lead to an award or special recognition?
6. Did I personally create or establish a procedure that was used or did I improve an old one?

The answers should reflect the actual work you performed in your position.

Keep the following suggestions in mind: Do not copy from past job descriptions; use your own words as completely and concisely as possible to describe your work experience. Do not use abbreviations and acronyms that are not commonly known.

To help you write your duties use these "buzz" words that are normally found in many positions:

Planned	Installed	Developed	Monitored
Controlled	Cleaned	Directed	Established
Conducted	Measured	Approved	Scheduled
Trained	Adjusted	Managed	Taught
Coordinated	Tested	Wrote	Improved
Arranged	Inspected	Supervised	Examined
Analyzed	Operated	Implemented	Organized

Built	Assembled	Presented	Designed
Repaired	Administered	Revised	

This list is not all inclusive, you should add your own words or activities.

Experience blocks should be changed each time you change jobs, received a promotion, or your duties and responsibilities changed significantly. While working for the same employer your major duties and responsibilities may have changed. They must be separated to give appropriate time credit to each set of duties and responsibilities. This separation of duties also applies to military service; describe each major duty assignment if it relates to the job for which you are applying. This is particularly important if you are applying for an Excepted Service (Dual Status) position which requires membership in the Maryland National Guard. If you are a member of the Maryland National Guard you must include your current rank, unit(s) of assignment and all MOS(s) or AFSC(s) you hold or previously held.

Failure to include this information could result in delaying the processing of your application/ resume or cause you to be ineligible. If you held a position where you performed more than one (1) type of work, you should estimate the percentage of time you spent performing each type of work. This is important so you may receive proper time credit for each type of work you performed when your experience is evaluated. **DO NOT SUBMIT A JOB DESCRIPTION. INSTEAD, A WRITTEN NARRATIVE (IN YOUR OWN WORDS) MUST BE PROVIDED.**

While it is important that you provide as much information about your qualifications as possible, it is equally important to keep your application/ resume free of unnecessary materials. Bring these items to the interview. They will not be used during the qualification phase.

EDUCATION AND TRAINING: For some positions, education or training is a qualification requirement and/ or may be substituted for all or part of the qualifications. If you wish to substitute education for specialized experience (totally or partially), you must include either an official or copy of your College Transcript; or statement from the Registrar, Dean, or other appropriate official of the college or institution. Make sure that all of the information provided regarding your education is accurate, complete, and up-to-date. Be sure to list all schools you have attended or training you have completed; whether the training was formal or informal. Include as much information as possible about each training course or school. Do not include Certificates of Training unless specifically requested in the vacancy announcement.

If additional space is required to complete on your application/ resume, you may use additional 8 1/2 by 11 inch sheets of paper. When using blank sheets of paper remember to include your name, social security number, and vacancy announcement number on each page.

SUMMARY: The overall impression which your application/ resume makes is very important. Even the best work experience may not overcome the initial bad impression created by bad grammar, poor spelling, poor typing, illegible copies, bad organization, or general sloppiness.

Some positions require the ability to communicate effectively in writing. How well you express yourself on your application/ resume may be a deciding factor. Remember, it is on the basis of the application/resume that a determination is made about your qualifications. The application represents you. It's worth your time to complete it properly. Get another set of eyes on your application/ resume. Contact the HRO Staffers prior to the closing of the announcement for feedback.

NOTE: Copies of Technician Vacancy Announcements are available at the Human Resource Office and are also posted to National Guard Unit Bulletin Boards.

“HELPFUL HINTS”

**COMPLETING AND APPLICATION/ RESUME FOR
TECHNICIAN VACANCY ANNOUNCEMENT**

APPLICATION/ RESUME MUST:

1. INCLUDE ALL REQUESTED INFORMATION
2. CONTAIN **VACANCY ANNOUNCEMENT NUMBER**
3. INCLUDE **UP-TO-DATE** MAILING ADDRESSES AND PHONE NUMBERS (BUSINESS AND HOME)
4. INCLUDE **COMPLETE AND DETAILED** DESCRIPTION OF JOB DUTIES RELATING TO THE POSITION FOR WHICH YOU ARE APPLYING.
5. INCLUDE ALL MILITARY (**INCLUDING NATIONAL GUARD**) SERVICE
 - **RANK(s);**
 - **MOS(s);**
 - **AFSC(s);**
 - **DATES OF SERVICE; DUTIES**
6. BE TYPED OR NEATLY HANDWRITTEN IN DARK INK
7. BE FREE OF UNCOMMON ABBREVIATIONS AND ACRONYMS
8. INCLUDE CIVILIAN AND MILITARY EDUCATION
9. NOT CONTAIN COPIES OF OFFICIAL JOB DESCRIPTIONS
10. BE FORWARDED TO THE **HUMAN RESOURCE OFFICE** (HRO) **NOT** TO THE ACTIVITY WHERE THE PARTICULAR POSITION IS LOCATED
11. RECEIVED IN HRO **NOT LATER THAN** ANNOUNCEMENT **CLOSING DATE**
12. USE MONTH AND YEAR FORMAT IN YOUR DUTIES

READ THE VACANCY ANNOUNCEMENT CAREFULLY AND THOROUGHLY!