

# RIF RESUME INSTRUCTIONS

## KEY POINTS

- In order to ensure full entitlement and placement consideration, we are strongly encouraging employees to create a current resume that will identify your employment history/experience and education. It should include all employment (Federal, civilian and military), and detail and volunteer experience
- Failure to complete a Reduction in Force (RIF) resume may adversely impact your placement opportunities in a RIF situation.
- You will be notified via e-mail when the RIF team receives your RIF resume.
- Documentation will be required to substantiate changes in education level and/or creditable (i.e., qualifying) service. The RIF team is providing an opportunity for you to check your Official Personnel Folder (OPF) to ensure that we have all relevant documentation. Please call the Workforce Transformation number at 3-8093 to schedule an appointment.
- Use the template provided on the Workforce Transformation website at <http://www.grc.nasa.gov/WWW/OHR/Transformation/>. This link will also be provided on Today@Glenn. **Submitted resumes MUST be in this format. Submit a hard copy only.**
- The Career Assistance Transition Program (CTAP) counselors, Chuck O'Brien and Barbara Balog, will be offering workshops on developing your RIF resume. Watch Today@Glenn for dates and times.
- Computers for your use in developing your RIF resume are available in the CTAP Resource Center (Bldg. 500, Room 2511). Call 3-5369 or 3-5390 to check availability.
- A reasonable amount of duty time may be devoted to developing your RIF resume.
- Because the document that you create will contain critical data that is important to you, save it in a safe place, as you would other important electronic files.
- After completing your resume, print a hard copy of it, sign and date it.
- You may either mail or hand deliver a hard copy of your resume:
  - Mail to: RIF Team, MS-500-314R
  - Deliver to: Ethel McLaughlin, Building 500, Room 1206
- **RIF resumes must be received by the RIF Team NO LATER THAN MARCH 10, 2006**
- For questions regarding your RIF resume, please call Judy Drabik (3-2487).

# RIF RESUME CONTENT

This checklist will help you write your Reduction in Force (RIF) resume. Also use it to conduct a quality check before submitting your RIF resume. This checklist has three parts:

- **CONTENT TYPE:** Key points about the types of content, organized according to the major headings on the RIF resume template
- **CONTENT LEVEL:** Key points about the amount and depth of information to include
- **LANGUAGE:** Key points about word choice, person and acronyms

Caution: This checklist was developed specifically for the RIF resume at NASA Glenn Research Center, and should *not* be used as a guide for writing other types of resumes.

<b>CONTENT TYPE</b>	
✓	<b>Personal Data</b>
	Provide your name, the last four numbers of your social security number (SSN), your work telephone number and your work email address.
✓	<b>Job Profile</b>
	List all of the Federal job series and all of the grade levels that you have held.
✓	<b>Work Experience</b>
	List and describe all of your public <i>and</i> private sector work experience in reverse chronological order.
	Describe the major duties performed and/or knowledge gained as a result of each position.
	At a minimum include this information for each position: <ul style="list-style-type: none"> <li>• Dates in month/year format (e.g., 11/1996-05/1998)</li> <li>• Hours/week (e.g., 40)</li> <li>• Position Title, Pay Plan-Series-Grade (e.g., Contract Specialist, GS-1102-12)*</li> <li>• Organization (e.g., NASA Glenn Research Center, Key Bank)</li> <li>• Supervisor (e.g., Ralph Langor)</li> <li>• Experience (duty statements to vary depending on relevance to Center positions)</li> </ul>
	* For non-federal positions, list only your position title under this heading.
	List and explain any equipment, machinery or other technology that you have used.
	If you need additional work experience blocks, please continue on a separate piece of paper, using the same format.
✓	<b>Detail Experience</b>
	List and describe all Details, in reverse chronological order. Examples include, but are not limited to, developmental opportunities such as the Senior Executive Service Career Development Program (SESCDP) and Leadership Development Program (LDP), Interagency Personnel Agreements (IPA), and Interagency Details.
	Describe the major duties performed and/or knowledge gained as a result of each Detail.
	Provide the same information as listed above under “Work Experience.”
	If you need additional Detail blocks, please continue on a separate piece of paper, using the same format.

✓	<b>Military Experience</b>
	List and describe any military experience, in reverse chronological order, as it relates to positions at the Center.
	Describe the major duties performed and/or knowledge gained as a result of this experience.
	At a minimum include this information: <ul style="list-style-type: none"> <li>• Dates in month/year format (e.g., 11/1996-05/1998)</li> <li>• Position Title</li> <li>• Annual Salary</li> <li>• Branch (e.g., United States Navy)</li> <li>• Experience (duty statements to vary depending on relevance to Center positions)</li> </ul>
	If you need additional military experience blocks, please continue on a separate piece of paper, using the same format.
✓	<b>Volunteer Experience</b>
	List and describe any relevant experience, in reverse chronological order, as it relates to positions at the Center.
	At a minimum include this information: <ul style="list-style-type: none"> <li>• Dates in month/year format (e.g., 11/1996-05/1998)</li> <li>• Hours/week (e.g., 15), using an estimate if hours vary</li> <li>• Position (e.g., Director of Professional Development, Emergency Room Greeter)</li> <li>• Organization (e.g., Louisville Chamber of Commerce, Riverside Hospital)</li> <li>• Experience (duty statements to vary depending on relevance to Center positions)</li> </ul>
	If you need additional volunteer experience blocks, please continue on a separate piece of paper, using the same format.
✓	<b>Post-Secondary Education</b>
	List all post-secondary education in reverse chronological order. Start with the most recent education attained, and include degrees in process.
	<i>For degrees completed</i> , include these pieces of information: <ul style="list-style-type: none"> <li>• School (e.g., The Ohio State University)</li> <li>• Degree Obtained (e.g., AD, BS, MS, PhD)</li> <li>• Completion Date in month/year format (e.g., 06/2001)</li> </ul> <p><i>If you have not completed a degree</i>, include these pieces of information for each academic course that is relevant to Center positions:</p> <ul style="list-style-type: none"> <li>• School (e.g., The Ohio State University)</li> <li>• Course title</li> <li>• Hours earned</li> <li>• Course completion date</li> </ul>
	Ensure that <i>official</i> transcripts and/or diplomas are in your Official Personnel Folder (OPF). This applies to education completed both before and after your NASA start date.
✓	<b>Do NOT Include</b>
	Certifications, licensures, training and awards are <i>not</i> placement factors in RIF, and so are not necessary on your RIF resume.

<b>CONTENT LEVEL</b>	
✓	
	Provide major duty statements for each position you have held. Duty statements are descriptions of your job responsibilities. Your goal should be to capture all relevant experience (Federal, civilian, nonprofit, military, volunteer) that might qualify you for other positions at the Center.
	Your duty statements should be: <ul style="list-style-type: none"> <li>• Enhancements or clarifications (i.e., not a copy) of the portions of the position descriptions (PDs) pertaining to your present and past work</li> <li>• Complete (i.e., include all job duties performed)</li> <li>• Detailed (e.g., include not just what you did, but <i>how</i> you did it)</li> <li>• In your own words (i.e., not those on the PD)</li> </ul>
	Describe not just what you did, but <i>how</i> you did it. For example, write “Managed technical implementation projects by identifying tasks, assigning work based on team members competencies, tracking and reporting progress, and leading meetings” (not “Managed technical implementation projects”).
	Vary the breadth and depth of your duty statements depending on their relevance to Center positions.
<b>LANGUAGE</b>	
✓	
	Keep the reviewers in mind. Provide clear statements that help others to understand the basics of your experience along with the language and content that are specific to your profession and work. The RIF resume review team will include both human resources personnel and subject matter experts (SMEs).
	Include language specific to the nature of your work (e.g., “pressurized subsystem used in a combustion facility”), or specifying projects on which you have worked (e.g., “Prometheus”).
	You may use either the first or third person narrative when describing your experience.
	Spell out the meaning of an acronym the first time you use it, and put the acronym in parentheses after its meaning (e.g., “Our point-of-contact (POC) is Judy Drabik.”).