Applicant Guidance on the Two-Page Resume Limit

Resumes must be no longer than two-pages in length. The resume must address minimum qualifications and other requirements listed in the job announcement. Beginning on September 27, 2025, job seekers can modify existing resumes stored in their USAJOBS profile or upload or build a new resume in their USAJOBS profile to meet the two-page requirement and mark a resume as searchable in the Agency Talent Portal (ATP). Job seekers must choose a resume that is two pages or less to make it searchable and apply for jobs.

To maximize the content of their resumes, applicants are advised of the following:

Contact information Name and how best to contact you, including email address and phone number		
Relevant Work Experience	**Education/Certification/ Licensure**	**Optional Details**

For each **relevant** work experience, make sure you include:
• Job Title and Employer (including series and grade for any Federal positions)
• Start and end dates with month/year (e.g., 05/2019 – 08/2022)
• The number of hours you worked per week
 	
Ensure work experience descriptions are aligned with the job announcement and address all required qualifications. Brief descriptions should demonstrate your ability to perform the tasks at the required level as stated in the job announcement.
	When **relevant or required** for the position, include your possession of education/ certification/license and provide any required documentation such as transcripts, and/or details (type and date) of certifications and/or licenses.
	
	• Education information should include:
	   o Name of school/institution
	   o Completion date
	   o Degree type
	   o Cumulative Grade point average (GPA)
		When **relevant**, include:
		• Current Security Clearance
		• Job-related training
		• Language skills
		• Organizations and affiliations
		• Professional publications
		• Eligibility for special programs (e.g., military spouses, individuals with disabilities, etc.)

Helpful Hints for Creating a Two-Page Resume Prioritize most relevant and recent experience. Use concise, results focused language. Align language from the job announcement. Focus on demonstrating skills and competencies. Remove outdated or unrelated experience.		

Please visit the USAJOBS Help Center for more information.