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<https://shownotes.app/show/usjobs>

## Getting Public Sector Jobs as an American Immigrant

Friends who are immigrating to US often wonder about how to go about public sector jobs in state or federal levels. There are lots of details and process to follow. I am no expert. I have expert friends in public sector that provide me with the details, which I am sharing for an wider distribution and benefits beyond my circles.

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## Step 1: Evaluation of Foreign Degrees

For federal and state positions, applicants with foreign education must have their credentials evaluated by a recognized service to determine U.S. equivalency. This process, which can take weeks to months and may require English translations, is at the applicant's expense. Evaluations are necessary for positions requiring proof of education, such as the Civil Service or the Expanded Professional Associates Program.

Applicants can request an evaluation from a member organization of one of the two national associations of credential evaluation services:

- **National Association of Credential Evaluation Services (NACES):** An association of 19 credential evaluation services with admission standards and an enforced code of good practice.
- **Association of International Credentials Evaluators (AICE):** Another recognized association for credential evaluation services.

Applicants should submit copies of their foreign credential evaluation reports with their application documents, as well as copies of their foreign degrees and the related transcripts.

The U.S. Department of Education provides guidelines on how the U.S. Government evaluates an applicant's foreign education.

It's important to note that foreign education transcripts alone are not accepted; they must be accompanied by a credential evaluation.

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### Website:

<https://www.state.gov/global-community-liaison-office/family-member-employment/family-member-employment-in-the-d-c-area/evaluation-of-foreign-degrees/>

## Step 2: Update Your Resume (CV) for US Standards

After reviewing many resumes (CVs) that include unnecessary personal details like digital photos, social media links, blood group, permanent address, parents' names, and other privacy-sensitive information, I want to remind you of the importance of standardizing your resume (CV) to meet U.S. standards.

Here are some key U.S. resume standards for public (state, federal, and private) jobs:

## General Guidelines for All U.S. Resumes

### Professional Contact Information:

Include your name, phone number, professional email, and LinkedIn profile (optional).

Avoid including personal information such as your photo, marital status, gender, age, or religion.

### Summary or Objective (Optional):

Provide a concise 2-3 sentence summary highlighting your skills and career goals.

### Experience:

Use reverse-chronological order (most recent job first).

Focus on achievements using bullet points with action verbs (e.g., "Improved system efficiency by 20%").

Quantify results when possible (e.g., "Increased sales by \$50,000 annually").

### Education:

List your degree(s), major(s), university name, and graduation year.

For federal jobs, include coursework, GPA (if high), and relevant certifications.

### Skills:

Highlight technical, professional, and relevant soft skills.

Tailor skills to match the job description.

### Formatting:

Stick to a clean, professional design with a readable font (e.g., Arial, Times New Roman, or Calibri).

Limit to 1-2 pages, depending on experience.

### No Personal Details:

Avoid adding a photo, blood group, nationality, or other unnecessary personal details.

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## For Federal Jobs (e.g., USAJOBS):

### Detailed Work Experience:

Include detailed descriptions of duties, skills, accomplishments, and results.

Include hours worked per week, starting and ending dates, and supervisor contact details (optional).

### Keywords:

Use specific terms and phrases from the job posting to ensure your resume matches automated application systems.

### Specialized Sections:

List awards, recognitions, professional affiliations, and publications (if relevant).

Include security clearance (if applicable).

### Education and Training:

Provide full details, including relevant coursework, certifications, and training.

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## For State Government Jobs:

### **Focus on Relevance:**

Emphasize experience or skills relevant to public service or the specific agency.

### **Key Competencies:**

Highlight teamwork, problem-solving, and communication skills.

### **Certifications and Licenses:**

Mention required licenses or certifications for the role.

### **Application System:**

Follow state-specific application guidelines (e.g., California uses CalCareers).

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## For Private Sector Jobs:

### **Tailored Resumes:**

Customize your resume to align with the job description and company culture.

### **Professional Summary:**

Use a summary or headline to grab attention quickly.

### **Achievements Over Duties:**

Focus on results-driven descriptions rather than listing responsibilities.

### **ATS-Friendly Format:**

Ensure your resume passes through Applicant Tracking Systems by avoiding images, tables, and fancy designs.

Following these standards ensures your resume is professional, compliant with U.S. norms, and tailored for the job type.

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