

## WHAT TO KNOW BEFORE YOU SUBMIT

### Before You Start: What Can Disqualify You

#### Location matters

Many roles require candidates to be based in the DC, Maryland, or Virginia (DMV) area for hybrid or in-office work

#### Recent time outside the U.S.

For roles involving public trust or clearance eligibility, candidates typically cannot have lived outside the U.S. for more than 6 months within the past 5 years (Exceptions may apply for federal employees working abroad and their spouses)

#### Eligibility vs. active clearance

Some roles require an active clearance, while others require you to be eligible to obtain one

## #1

FACTOR TO GET HIRED?

### Responsiveness

**In government and contract hiring, responsiveness carries more weight than most candidates expect.**

The process moves in stages, and when communication slows down, momentum is lost. Delays in replying to emails, interview requests, or documentation needs can remove you from consideration, even if you're otherwise qualified.

**If there's one thing to prioritize, it's this!**

### Resume Expectations

Government and contract roles often require a different approach than private sector resumes. While longer federal resumes are common, many contract and proposal submissions call for a shorter, more focused version.

#### Federal Resumes

Can be much longer (often 5–10 pages) due to detailed documentation requirements

#### Contract Roles

For many contract roles, Contact 1 will submit a shorter, 2-page version

#### Format

Keep it chronological, with your most recent experience first

#### Summary

Include brief summary highlighting relevant skills

#### Early in Your Career

Place education at the top of your resume.

#### More Work Experience

Place education at the bottom if you have more professional experience

#### Role-Specific Tools

Highlight role-specific knowledge where relevant (e.g., GAAP for finance roles, federal HR systems, procurement processes, or compliance frameworks)

## Before You Submit: Final Checklist

Small details can impact how your application is reviewed. Before submitting, take a moment to check:

- ✓ Does your experience clearly align with the position requirements?
- ✓ Are your titles, dates, and details consistent across your resume?
- ✓ Have you highlighted systems, tools, or software that match the agency or contract?
- ✓ Are you meeting location and eligibility requirements?

## Common Reasons Candidates Get Delayed

Most delays are **not about qualifications**, but how the application comes through. Misalignment with role requirements, incomplete submissions, and overly broad applications are the most common reasons progress stalls for candidates.

### **Misalignment**

Your experience or location doesn't clearly match the role requirements listed in the posting.

### **Incomplete Submission**

Missing documents, inconsistent work history, or unexplained gaps cause reviewers to pass.

### **Overly Broad**

Applying without tailoring your materials to the specific agency, role, or required skills.

## Clearance & Background Expectations

This guide focuses on roles that do **not** require an active security clearance. Contact 1 is not a cleared facility and does not place candidates into positions requiring secret-level or higher federal security clearances.

Depending on the agency, some positions may require a public trust background check. Background screening may also include employment verification and sometimes even a credit check. Being upfront and accurate with background information helps avoid delays.

For many positions, candidates may also be expected to have prior federal or government-related experience, U.S. citizenship, and the ability to meet location requirements.

## What to Expect After Applying

Federal hiring timelines are often longer than in the private sector, and updates don't always come as quickly as you might expect.

As things move forward, there may be additional steps depending on the agency, and timing can vary. Remember to stay responsive and communicate clearly to help keep things moving! Staying engaged, even when timelines stretch, can make a difference.



Temporary, Contract, Direct Hire

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## Work with Us

If you're exploring opportunities supporting federal agencies, our team works with candidates across a range of contract and support roles and can help guide you through the process.

**Government &  
Contract Roles**

**Non-Clearance  
Positions**

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