

## Tips for Preparing an MSHA Resume

It is important for you to provide specific and detailed examples of work that you have performed. **JOB TITLES ARE NOT SUFFICIENT TO DETERMINE WHETHER OR NOT YOU MEET THE MINIMUM QUALIFICATION REQUIREMENTS.**

Don't worry about the length of your resume. It is better to have more information than not enough. Keep in mind that if you make it through the testing and interviewing process, your resume is the only information the manager making the selection will see. It is in your best interest to provide the manager with enough information to make an informed decision.

Your resume should include the name of each employer and the start and ending date (month and year is fine) you were with that company.

Applicants for GS-7 positions should provide a short explanation of the company where they worked and a detailed description of the duties performed in the following areas:

- \*Ground Control
- \*Safe Worksite Practices
- \*Environmental Conditions

For GS-9 positions applicants should provide a detailed explanation of the duties they performed in the following areas:

- \*Equipment used
- \*Mine ventilation (if applying for an underground position)
- \*Ground/roof control
- \*Worksite safety (pre-shift or on-shift inspections, etc.)
- \*Worksite Environmental Conditions (air samples, gas readings, rock dusting, watering, etc.)

Applicants for a GS-11 position should include a detailed explanation of the duties you performed in the following areas:

- \*Direct on-site inspections
- \*Analysis and evaluation of health and safety training and awareness programs
- \*Development of safety and health training and awareness programs