

## RESUME DO's AND DON'Ts

### You may:

1. Limit your resume to the recommended one or two pages.
2. Acknowledge that you are cleared TOP SECRET (TS)/Sensitive Compartmented Information (SCI) or Special Intelligence (SI)/TALENT-KEYHOLE (TK) as appropriate.
3. Say that you have had an Agency Special Background Investigation (SBI) and/or polygraph along with dates of the polygraph.
4. Say that you have studied a specific foreign language (French, Russian, etc.).
5. Say that you have used a specific language in an operational context.
6. Say that you are professionalized in a specific language.
7. In an unclassified manner, describe projects on which you have worked without citing project names. Unless you are targeting a specific employer who has knowledge of classified projects, equipment or operations, including covernames in your resume may be counterproductive. Although most covernames are unclassified when there are no associated details or descriptions, they have no meaning to people outside the cryptologic community. It may be better in some instances to avoid the use of covernames and instead, when possible, use unclassified descriptions for projects, equipment and operations.
8. Indicate that you have had a field assignment, either CONUS or OCONUS, using terms such as "field site," "field location," "overseas site," or "overseas location." In most instances, you may not indicate the specific location of the field site.
9. List most courses you have taken at the

### You may not:

- Include any other clearance information.
- In general, use NSA/CSS infrastructure information revealing strength, budget or structure such as the number of people you supervise, the number of people working in a specific area, or the budget for your office or project.
- Use information indicating target areas or specific missions other than approved, unclassified element titles.
- **Name a specific location** as a SIGINT site, either CONUS or OCONUS (regardless of age), with the exception of NSA/ Ft. Meade or the Global Net-centric Cryptologic Centers (NSA/CSS Georgia, NSA/CSS Texas, NSA/CSS Hawaii, and NSA/CSS Colorado).
- Associate **military unit designators with a SIGINT** function other than military unit designators assigned to the NSA HQ or Global Net-centric Cryptologic Centers.
- Use specific project names or provide details of classified applications related to the NSA/CSS mission.
- Use any NSA/CSS supervisors' names. References should be listed as "Available Upon Request." Supervisors for jobs outside of the NSA/CSS may be listed.
- Include classification or portion markings.
- Use an Internal Staffing Resume (ISR) as an external resume. An external resume should be a document prepared specifically for public dissemination vice a copy of an ISR with the classification and portion markings removed. If you want to use your ISR for external use then you must request it under the Freedom of Information

NCS. Please be aware that some courses may be classified when listed in conjunction with employment with NSA/CSS. We do not recommend a long list of courses but rather a few courses related to your area of expertise. A transcript from the NCS may not be included with your resume since it is a government record and may only be used for official purposes.

Act (FOIA).

10. List most specific computer languages in which you are proficient. **Do not provide details of classified applications related to the NSA/CSS mission.**
11. List most types of computer hardware and software for which you are proficient. **Do not provide details of classified applications related to the NSA/CSS mission.**

Do not knowingly include operationally sensitive or classified information, this includes information pre-identified as For Official Use Only. Resumes must be completely unclassified. Inclusion of classified information, inadvertent or not, may result in the forfeiture of equipment if used in the preparation of the resume.