Agency Guidance on the Two-Page Limit on Resume Length

With President Trump's Executive Order 13932, *Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates* (June 26, 2020) and Executive Order 14170, *Reforming the Federal Hiring Process and Restoring Merit to Government Service* (January 30, 2025), skills-based hiring shifts the focus from what applicants say on a resume to what applicants can do, demonstrated through proven, competency-based assessments. In support of these Executive Orders, the Merit Hiring Plan (May 29, 2025) prohibits the current longform Federal resume structure. Instead, there is a two-page limit on resume length. Agencies should only review resumes from job seekers that are 2 pages or less. This will make resume review easier and make it easier for job seekers to move between the private and Federal sectors.

The two-page resume limit applies to all competitive service and excepted service announcements under Title 5, internal and external, posted on USAJOBS or another platform. Resumes may not exceed two pages and must be legible so they can be reviewed for eligibility, minimum qualifications and other position requirements listed in the job announcement.

Implementing the Two-Page Resume Requirement

Starting September 27, 2025, USAJOBS will restrict all resumes to two pages. This includes resumes stored in a job seeker profile, new uploaded resumes, resume builder resumes, and searchable resumes in the Agency Talent Portal (ATP). If non-Title 5 and judicial and legislative branch agencies want to accept resumes longer than two pages, they will need to add language to the job opportunity announcement with instructions for applicants on how to submit a longer resume using the "other documents" option.

For positions that require a curriculum vitae (CV), typically in the medical and research fields, agencies may ask applicants to submit their CV with the specific information required as an "other document" option.

The requirement for submitting a two-page resume should be clearly stated in the "How to Apply" and "Required Documents" sections of the job opportunity announcement. Applicants should adhere to the requirements outlined in the job opportunity announcement. Limiting the number of pages ensures that the most relevant experience is reviewed and considered, which is a common practice in both the public and private sectors. Agency reviews should focus on the relevance of the skills and experiences presented. Agencies, including resume reviewers and hiring managers, should only review resumes that adhere to the 2-page limit.

If an applicant correctly submits a two-page resume and also submits a longer resume (by either submitting outside of USAJOBS or by including a resume in other document types without being directed to in the announcement), only the two-page resume should be reviewed and sent to the hiring manager. If the only resume received by an applicant is longer than two pages, the applicant is ineligible for further consideration. Applicants should be informed of their ineligibility in status notifications with the following language: "Your application is not being considered due to not meeting the resume page number requirement in the job announcement." This action must be documented and supported by the instructions included in the announcement.

OPM is granting a transition period for agencies to implement the two-page resume length. This transition period will end on September 27, 2025, at which time applicants will be required to adjust their resume to the new two-page limit before applying to a federal job through USAJOBS. This transition period ensures that applicants are not immediately penalized and have ample opportunity to revise their resumes accordingly.

Agencies will need to consult with their Talent Acquisition System (TAS) provider on a technical solution for how to handle resumes that are directly uploaded into the TAS during the application process.

If agencies choose to implement the two-page resume limit before USAJOBS launches their solution, language must be included in the "How to Apply" section of the job opportunity announcement that states that applicants with a resume longer than two pages will not be considered.

Managing Open Announcements (September 2025):

To ensure a smooth transition, agencies that collect applications through USAJOBS must close all open job opportunity announcements (JOAs) by Friday, September 26, 2025. This includes open continuous announcements. Agencies may open new JOAs starting Monday, September 29, 2025. This action is necessary to ensure that everyone who applies to a JOA is held to the same resume length requirements. For JOAs open between now and September 26, agencies must ensure the open period supports the minimum open period requirement with a closing date on or before September 26, 2025.

Agency Talent Portal (ATP) (September 2025):

Searchable resumes will be removed from ATP on September 27, 2025, to ensure all ATP resumes meet the two-page requirement. ATP users can continue to download resumes and/or export candidate contact information from campaigns until September 26, 2025. Starting September 29, 2025, agencies can begin resume mining and creating new campaigns.

As job seekers populate their profile with searchable two-page resumes, USAJOBS will re-populate ATP for resume mining in real time.

Job Announcement Information

The 'How to Apply' Section must clearly state that only resumes up to a total of two pages will be accepted. It should also state that applicants with resumes exceeding two pages will be removed from consideration.

Resumes must be legible so they can be reviewed for eligibility, minimum qualifications and other position requirements listed in the job announcement. Applicants should be given information about the recommended formatting of resumes to include font size, font type, and margins. The USAJOBS Help center will provide the following information to applicants:

> Your resume must be 5MB or less. We recommend saving and uploading your resume as a PDF to maintain formatting and number of pages. We also accept GIF, JPG, JPEG, PNG, RTF, TXT, PDF, ODT or Word (DOC or DOCX). We do not accept PDF portfolio files.

> We recommend using a sans-serif font size like Lato, if available. Other widely available options are Calibri, Helvetica, Arial, Verdana, Open San Source Sans Pro, Roboto or Noro Sans. Make your page margins 0.5 inches. Consider using 14-point size font for titles and 10-point for the main text in your resume.

> The resume builder can help you create a resume using these recommendations and uses the information in your USAJOBS profile to help you get started.

Resume Information

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)	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	When **relevant**, include: • Current Security Clearance • Job-related training • Language skills • Organizations and affiliations • Professional publications • Eligibility for special programs (e.g., military

• 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.
	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)
		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.		

See "Guidance for Applicants on 2-Page Resume" and visit the USAJOBS Help Center for more information.