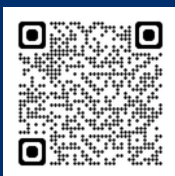


# National Center for Immunization and Respiratory Diseases

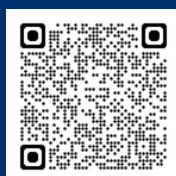
## Helpful Resources



NCIRD's mission is to prevent disease, disability, and death through immunization and by control of respiratory and related diseases.



USAJOBS



Interviewing  
Tips



Tips for drafting a  
Federal Resume



Sample Resume

### REMEMBER:

- **Review** the job announcement carefully for key words, and tailor your experience on your resume to match the job description.
- Use **action verbs and adjectives** (e.g., managed, implemented, created).
- **Minimize** the use of technical jargon or specialized terminology (e.g., military abbreviations, terminology specific to a prior position).
- **Include** your accomplishments; do not be shy, be truthful.
- **Focus** on the mission of the agency and **translate** how your experiences meet (or align with) the mission.
- **Review** what materials are requested for the application. A cover letter may or may not be required.
- Your positive attitude and genuine enthusiasm go a long way. Your application will be the employers **first impression** of you. Make it a good one!



[www.cdc.gov/ncird/](http://www.cdc.gov/ncird/)



[ncirdpositions@cdc.gov](mailto:ncirdpositions@cdc.gov)

View open NCIRD  
positions



# pathways TO THE CDC

- Commissioned Corps
- Federal Work Study Program
- Persons with Disabilities
- Public Health Training Opportunities
- Service Fellowships for U.S. Citizens and non-Citizens
- Students and Graduates
- Student Worksite Experience Program
- Thurgood Marshall College Foundation/CDC Student Ambassador Program and Internship
- Veterans
- Volunteers



Learn about possible pathways to  
a career at CDC



Learn about CDC Fellowship  
opportunities

## FELLOWSHIPS

CDC offers many diverse fellowship, internship, training, and volunteer opportunities for students and professionals. These opportunities provide invaluable experience and potentially offer clear cut paths to exciting careers with CDC.

 [www.cdc.gov/fellowships/](http://www.cdc.gov/fellowships/)

View open NCIRD  
positions



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