

# Immigration and Customs Enforcement (ICE) Five-Page Resume Limitation

## Frequently Asked Questions

**Q: Why has Immigration and Customs Enforcement (ICE) placed a five-page limit on the length of applicant resumes?**

A: This change offers significant benefits to the administration of ICE's hiring program by adding greater efficiency in the hiring process and encouraging candidates to focus on their specific qualifications and the experience they possess for the job they are competing for. By reducing the number of pages to be reviewed, the resume page limit yields greater efficiency in the hiring process. The resume provides information on the applicant's experience, skills, knowledge, and abilities as they relate to a specific position. Limiting the number of pages helps applicants by ensuring that the most relevant information they are putting forward is reviewed and considered. Limiting the number of pages is a common practice in both public and private sector organizations.

**Q: What format should my resume be in?**

A: Applicants may submit their resume in the format of their choosing; however, only the first five pages will be reviewed. If using a resume builder, you are encouraged to ensure the appropriate qualification information is contained within the first five pages by viewing the print preview function of the document before submission.

**Q: What happens if my resume exceeds the five-page limit?**

A: It depends on the type of job or program to which you are applying. **In every situation, applicants should carefully review and adhere to the requirements as outlined in the job opportunity announcement.**

When applying for ICE positions in the competitive or excepted service, a resume exceeding five pages may still be accepted; however, only the first five pages will be reviewed and considered to determine qualifications. In other words, applicants will not be made ineligible if their resume exceeds the five-page limit; however, only the first five pages of their resumes will be considered in assessing qualifications.

When applying to positions in the Senior Executive Service (SES) and certain professional development programs, it is important to strictly adhere to the five-page limit. As specified in these announcements, applicants who submit resumes that exceed the five-page limit will be disqualified from consideration.

**Q: Can I submit a resume longer than five pages when applying for an ICE Senior Executive Service (SES) job opportunity?**

A: No. When applying to an ICE SES position, resumes may not exceed five pages. As specified in these announcements, applicants who submit resumes longer than five pages will be disqualified from consideration. It is important for applicants to carefully review and adhere to the requirements as outlined in the job opportunity announcement.

**Q: What is the best way to configure my resume?**

A: Tailoring your resume to fit the needs of the position offers the best chance/opportunity for consideration. Here are a few suggestions to consider in that configuration:

- Use reverse chronological order (most recent experience first) to list your experience—start with your most recent experience first and work your way back. Provide greater detail for experience that is relevant to the job for which you are applying.
- Include dates of employment, hours worked per week, employer, position title, and series/grade for all prior federal positions (replace the latter with salary for all non-federal positions).
- Show all experiences and accomplishments under the job in which you earned it. This helps agencies determine the amount of experience you have with that particular skill.
- Utilize bullets rather than paragraphs to succinctly state experience. Use plain language—avoid using acronyms and terms that are not easily understood.
- Consider limiting training and certifications to those that are current, relevant, and directly related to the position.
- Prepare a separate list of professional and personal references to provide upon request to the hiring manager or interview panel rather than including on the resume.
- Review the announcement and ensure your resume reflects the experience that is needed.

**Q: What if this FAQ does not address my question?**

A: Please contact the HR Specialist identified on the specific announcement you are interested in applying for.