

NAME
Mailing Address
Contact number
Email:

Summary of Qualifications

May be a short paragraph or bullets.

- number of years of experience in a field.
- top skill sets
- security clearance
- communication skills
- languages spoken
- relevant education and training
- applicable licenses and certificates
- experience with diversity

Work Experience

Position Title Month Year – Month Year
Organization Name, City, State or Country

- List information that gives an overview of what you did with this organization, including a scope statement—number of people supervised, size of organization, amount of budget you oversaw, number of pieces of equipment you repaired each year.
- Use this formula when writing these bullets:
- Skill + Challenge/Problem/Task/Situation/Activity + Actions + Results
- Include your top one or two accomplishments.
- Include numbers.
- Use keywords from the announcement and weave them into your own experiences.

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(remember to indicate if the degree is not complete; use reverse chronological order)

Degree or certificate

name of university or college, city and state

Credit hours completed, anticipated graduation date

PHD,

46 credits

University of Maryland, FPO AP

TRAINING (only list training relevant to the job for which you are applying; use reverse chronological order)

- Name of the training, organization providing the training, date of the training
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CERTIFICATIONS/AFFILIATIONS/AWARDS (only list information relevant to the job for which you are applying; use reverse chronological order; delete this section if you need more room for any other section of this résumé; usually list only current certifications/affiliations)

- Name of certification, organization granting certification, date certificate awarded, expiration date
- Name of organization of affiliation, position within organization (member, vice president), dates of affiliation
- Name of award, name of agency granting award, date of award