

Name

Street or P.O. Address

City, State zip code

E-mail address

Telephone number and/or cell phone number (include area code)

Veterans Preference: Yes/No details

Citizenship: U.S.

Highest Federal Civilian Position:

Reinstatement Eligible: Yes/No

OBJECTIVE: Position Title, GS pay grade/series number, announcement number

EMPLOYMENT HISTORY (document at least ten years if you have it; use reverse chronological order)

Position Title, GS# if applicable

Organization

Address

Address

Supervisor: name, telephone number, may be contacted

Month Year – Month Year

Salary: \$/year

Hours per week:

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

Degree or certificate, name of university or college, city and state, graduation year, number of credits

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High School Diploma (or GED), year received, name of high school, address, city, state, zip

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)

- **Security Clearance (if any)**
- 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