

SAMPLE RESUME

(Please limit your resume to 5 pages in length.)

George Q. Public
SSN: 123456789

1111 Job Street
Anywhere, NV 99999

Contact Phone: (999) 123-4567
Work Phone: (999) 123-4567
DSN: 123-4567

E-mail Address: gpublic@aol.com

EXPERIENCE: [Note: You may include up to six (6) different positions in the experience section]
Start and end date (mm-yyyy format); hours worked per week; position title; if Federal civilian position, pay plan-series-grade level; if non-Federal civilian position, salary; date last promoted; whether you are a temporary/term employee; whether you are on a temporary promotion; employing organization name and address; supervisor's name and phone number; whether the supervisor may be contacted.
Description of duties including: specific functions performed; projects you worked on; tools, software, and equipment used; what you accomplished and any regulations, directives used.

[Example: 01-2000 to present; 40 hours per week; Electrician; WG-2805-10; last promoted 01-2000; temporary employee; on temporary promotion; Pearl Harbor Naval Shipyard, 123 Wahoo Circle, Honolulu, HI 96818; Mr. Fred Smith, (808) 474-3344; may contact supervisor. Perform various tasks necessary to fabricate, assemble, install, overhaul, test, troubleshoot, and complete final operational check-out of electrical motors and equipment, electrical harnesses, junction box assemblies, panel assemblies, relays, electrical systems. Responsible for performing continuity and power checks on electrical harnesses in conjunction with continuity checks; working to verbal or written specifications utilizing blueprints, wiring diagrams, and work sketches as assigned.]

[Example: 04-1985 to 01-2000; 40 hours per week; Engine Mechanic; \$14.92 per hour; last promoted 12-1998; permanent employee; not on a temporary promotion; Boeing, Seattle WA 98124; Mr. John Doe, (206) 333-3333; may contact supervisor. Performed trouble diagnosis and repair of airplane engines. Work included engine assemblies and accessories. Was responsible for modifying, adjusting, troubleshooting, disassembling and assembling, engines, parts, components and accessories. Followed safety practices and procedures.]

EDUCATION:

Sparks High School, 1981, H.S. Diploma
University of Nevada, Reno, NV; B.S. in Engineering, 1985; 3.4 out of 4.0 GPA; 180 quarter hours.

PROFESSIONAL TRAINING:

[List any courses that you have completed and consider relevant to your career goals. Include course name, length, and completion date.]

PROFESSIONAL LICENSES/CERTIFICATES:

[List current licenses, certificates, and/or contracting warrants. Identify the city and/or state of certification, and expiration date, if any. If you have Defense Acquisition Workforce Improvement Act (DAWIA) or Firefighter certification, identify the level and position category such as contracting, purchasing, communications-computer systems or manufacturing and production.]

PERFORMANCE RATINGS, AWARDS, AND RECOGNITIONS:

[List current performance ratings, awards, honors, and recognitions, including date(s) of receipt.]

U.S. MILITARY SERVICE INFORMATION: [If you have served active duty in the U.S. military other than active duty for training, please provide the following information: For all periods of active duty military service, list dates and branch of service. If you were a reservist called or ordered to active duty, list dates and branch of service. List any campaign badges or expeditionary medals received. Provide type of last discharge (e.g., Honorable, General, Other Than Honorable, etc.). If discharged prior to full period of active duty, provide reason. If retired military, provide date and rank of retirement. If you have a service connected disability, indicate the percentage of the disability and the date of your last Veterans' Administration (VA) letter (or other Armed Forces Disability letter) if available. Veterans' preference information and forms may be located on web sites such as www.opm.gov or www.dol.gov/vets/welcome.html.]

OTHER INFORMATION:

[List any information relevant to your career goal(s). Such information may include publications, language proficiencies, memberships in professional organizations or honor societies, membership in Acquisition Professional Community (APC), leadership activities, etc.]

ADDITIONAL DATA SHEET

George Q. Public

SSN: 123456789

1. Series/MPA Number: 00-MZ53-0871

2. Appointment Eligibility: Current Permanent Federal Civilian Employee, Current Permanent DOD Civilian Employee, Current Permanent Department of the Navy/USMC Civilian Employee, and VRA/30% Disabled Veteran

3. Citizenship: Yes

4. Appt Preference: Part Time and Temporary (positions lasting less than 1 year)

5. Willing to Travel: 3-5 days

6. Vet Preference: 10-Point Disability Preference

7. Low PP/GR Accept: WG-10

8. Low Salary Accept: \$43,500

9. High Perm PP/GR Held: WG-10

10. Qualified Typist: No

11. Birth Date: Not 9-20-61

12. Geo Preference: Kitsap County, WA, Everett, WA

RACE/ETHNIC STATUS: White

SEX: Male