Name:

Street Address:

City/State/Zip:

Email Address:

Phone Number:

LinkedIn:

**Skills Summary**

**(OPTIONAL)**

Optional section where you can emphasize important points, work ethic, ability to work in teams, project management, etc.

Example:

* A recent graduate (honors graduate with 3.95 GPA) with a diverse background in…
* Actively involved in community service and volunteerism. Make sure to include any volunteer and non-paid experiences. What you do for others makes a difference.
* Certified in… (i.e. Microsoft Certification). Make sure to include the certification date… For example, June 20XX.

**Education**

* **Degree,** year, Major (Minor), College/University, City, State, GPA (optional); list any accomplishments/awards
* **Degree,** year, Major (Minor), College/University, City, State, GPA (optional); list any accomplishments/awards
* **Degree,** year, Major (Minor), College/University, City, State, GPA (optional); list any accomplishments/awards

**Work Experience**

**Month/Year to Month/Year, GS-series-grade (delete if this doesn’t apply), job title, organization, city/state of organization, supervisor name and phone number (if part-time, please indicate)**

Here, in paragraph form, you would describe what you do in your most recent position, providing details.

In bullets, provide your duties/work experience here for the indicated time period/job assignment. As much as possible, quantify the scope of your duties, responsibilities, authorities, and assignments. Spell out acronyms at least once at the beginning of the caption. For instance, saying “I am responsible for planning, designing, developing, and implementing the MIC-CORP system for USNZ” does not provide sufficient information to the reviewer/selecting official.

**Month/Year to Month/Year (of prior job), GS-series-grade (delete if this doesn’t apply), job title, organization, city/state of organization, supervisor name and phone number (if part-time, please indicate).**

More description of duties goes here.

**Awards/Recognitions/Journals/Publications**

**(MODIFY THE CATEGORIES TO ALIGN WITH YOUR RESUME)**

This is an optional section if you would like to spell out significant awards; also give the date. Or you may include this recognition in Other Training/Information or include it in the experience section under the job for which you were recognized.

**Other Training/Information/Organizations/Affiliations/Leadership Positions (MODIFY CATEGORIES TO ALIGN WITH YOUR RESUME)**

Relevant Training (year of training)

Activities Outside of Work that tell the selecting official something important about you.

Use this section for any information you feel may be important or pertinent. Multiple skills, talents, and examples of leadership may be important for the job(s) you are applying for may be ideal. Examples: Hold Secret Clearance, Part-time instructor at Community College, Research Assistant, etc.

NOTE: Save file as lastname firstname\_as of current date. For example, Jones Sam\_as 21 Jul 2021.

**Tips:**

1. Format:
* Spelling, spacing, etc.
* Short and concise (2-3 pages maximum).
* List chronological dates with most current experience first
* Use bullets (see examples above), which helps the reviewer/selecting official to quickly read and assess your credentials.
1. GPA:
	* Always include your Grade Point Average (GPA).
2. Non-Paid Work Experience/Volunteerism:
	* Counts as non-paid work experience.
	* Helps to demonstrate teamwork and collaboration skills.
3. Conferences:
	* Have you presented at any conferences?
	* Prepared briefings? List relevant experiences that help demonstrate your speaking and presentation skills.
4. Publications:
	* Have you authored/co-authored any articles? List them, as appropriate (i.e., pending review).
5. Photo (as applicable):
	* If a photo is requested (and you don’t have a headshot), find a neutral background and make your best effort to wear business attire (waist up).
6. Email:
	* Create a professional email address.
7. Social Media:
	* Include the link to your LinkedIn profile (if applicable).