RESUME TEMPLATE

Note: Do not include the template as part of your application package. Please ensure to include all of the following elements at a minimum.

Contact Information:
Name:
Home: Address, Phone, and Email (optional)
Work: Address, Phone and Email (optional)

Education:
School(s) (name and location)
Degree earned, graduation date
Major field of study for each undergraduate and graduate degree
Non-degree studies:
School, location, major field of study, undergraduate/graduate credit hours earned

Experience/Work History:
For each position, include the job title, series/grade level. Agency/company, start and end employment dates, responsibilities/achievements. Focus on results. Be sure to highlight position(s) involving rotational/developmental assignments, leadership, and supervisory experience.

Navy/Government Sponsored Training (to include leadership training):
School/sponsoring institution (e.g. Defense Acquisition University or OPM), course title, and date. May include short description.

Skills/Accomplishments:
Skills (e.g. computer, languages); publications; certifications; licenses; clearances

Activities, Honors and Awards:
Community Service, performance awards, awards and professional memberships