

Full Name

Address: [Street, City, State, ZIP]

Phone: [Phone Number]

Email: [Email Address]

USAJOBS Profile: [Optional]

Job Information

Announcement Number: [Enter here]

Title, Series, Grade: [Enter here]

Location: [Enter here]

Work Experience

Job Title

Employer: [Company/Agency Name]

Location: [City, State]

Dates: [MM/YYYY – MM/YYYY]

Hours per week: [XX]

Supervisor: [Name, Phone, Email] (May we contact? [Yes/No])

- [Describe duties, accomplishments, skills]
- [Use bullet points]

Education

School Name: [Enter here]

City, State: [Enter here]

Degree: [Degree, Graduation Date]

Major: [Enter here]

GPA: [Optional]

Other Qualifications

- [Certifications, Licenses, Training]
- [Languages, Technical Skills]
- [Professional Memberships]

References

[Available upon request or list names, title, and contact information]