

# Federal Resume (USAJOBS Format)

## Personal Information

Full Name:

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Street Address:

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City, State, ZIP:

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Phone:

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Email:

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Citizenship:

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Federal Status (e.g. Current Federal Employee, Veteran):

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Highest Federal Grade:

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## Job Objective

*(Job Title, Announcement Number, and Grade(s) of position applying for)*

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## Work Experience

*(List each job, starting with your most recent. Add more as needed.)*

Job Title:

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Employer Name & Address:

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Supervisor Name & Phone:

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Start Date (MM/YYYY):

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End Date (MM/YYYY or Present):

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Hours per week:

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Salary:

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Duties & Accomplishments:

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May we contact your supervisor? (Yes/No):

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## Education

*(List all schools attended. Include degree(s) and dates.)*

**School Name & Address:**

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**Degree (if any):**

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**Major/Field of Study:**

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**Graduation Date (or credits earned):**

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## Relevant Training, Licenses, & Certifications

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## Skills

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## References

**Name:**

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**Title/Relationship:**

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**Organization:**

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**Phone/Email:**

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