

Federal Resume (USAJOBS Format)

Personal Information

Full Name:

Street Address:

City, State, ZIP:

Phone:

Email:

Citizenship:

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

Highest Federal Grade:

Job Objective

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

Work Experience

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

Job Title:

Employer Name & Address:

Supervisor Name & Phone:

Start Date (MM/YYYY):

End Date (MM/YYYY or Present):

Hours per week:

Salary:

Duties & Accomplishments:

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

Education

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

School Name & Address:

Degree (if any):

Major/Field of Study:

Graduation Date (or credits earned):

Relevant Training, Licenses, & Certifications

Skills

-

-

-

References

Name:

Title/Relationship:

Organization:

Phone/Email:
