

Initial Federal Resume Draft

Candidate Information

Name: [First Last]
Address: [Street, City, State ZIP]
Phone: [Phone Number]
Email: [Email Address]
Citizenship: [U.S. Citizen]
Veterans' Preference: [Yes/No]

Summary

[Brief summary of qualifications, skills, and years of experience relevant to federal positions.]

Work Experience

[Job Title]
[Agency/Organization Name, City, State]

[MM/YYYY] – [MM/YYYY]

- [Duty or accomplishment 1]
- [Duty or accomplishment 2]
- [Duty or accomplishment 3]

Supervisor: [Name, Phone, Email] | May we contact: [Yes/No]

Hours per week: [##]

Salary: [\$XX,XXX]

Education

Degree: [Type of Degree]
Major: [Major Field of Study]
Institution: [School Name, City, State]
Graduation Date: [MM/YYYY or Expected]
GPA: [GPA if desired]

Certifications & Training

- [Certification Name], [Issuing Organization], [MM/YYYY]

Skills

- [Skill 1]
- [Skill 2]
- [Skill 3]

References

Available upon request.

