

# Initial Federal Resume Draft

## Candidate Information

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

## Summary

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

## Work Experience

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**[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

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**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

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

## Skills

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

## References

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Available upon request.

