

# Jane Q. Applicant

123 Main Street, Apt 45

Springfield, VA 22150

(555) 123-4567

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Citizenship: U.S.A.

Federal Employment Status: None

Veterans' Preference: None

Clearance: Public Trust Eligible

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## Summary

Results-driven administrative professional with 5+ years' experience supporting federal agencies, skilled in project coordination, data management, and customer service. Adaptable, efficient, and committed to mission-focused service and compliance.

## Work Experience

Program Support Assistant (GS-0344-07) 01/2020 – Present

*U.S. Department of Transportation* – *Washington, DC* | *Full-Time* | *40 hrs/wk*

- Coordinate scheduling, correspondence, and file management for a team of 15 staff.
- Prepare reports and track milestones for federally funded transportation projects.
- Serve as point of contact for internal and external stakeholders.

Administrative Assistant 06/2017 – 12/2019

*City of Springfield, VA* – *Springfield, VA* | *Full-Time* | *40 hrs/wk*

- Supported procurement, travel, and office operations for a municipal department.
- Composed official correspondence and managed confidential records.

## Education

B.A. in Public Administration 04/2017

*State University* – *Fairfax, VA*

## Core Competencies

- Records & Data Management
- Project Coordination
- Communication
- Federal Regulations & Compliance
- Customer Service
- MS Office Suite

## References

Available upon request.