

# [Your Name Here]

Address: [Street, City, State, ZIP]

Phone: [XXX-XXX-XXXX]

Email: [your.email@domain.com]

Citizenship: [U.S. Citizen]

## GS Position Applied For

[Job Title], GS-[Grade] | [Announcement Number]

## Summary

[1-3 concise sentences summarizing your experience and qualifications relevant to the role.]

## Work Experience

[Position Title]

[Agency/Organization], [Location] | [MM/YYYY] – [MM/YYYY]

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

- [Duty/Accomplishment Statement 1]
- [Duty/Accomplishment Statement 2]
- [Duty/Accomplishment Statement 3]

[Hours per week: XX | Salary: \$XX,XXX/year]

## Education

[Degree Earned], [Major]

[School Name], [Location] | [MM/YYYY]

## Certifications & Training

- [Certification or Training Name], [Year]

## Skills

[Skill 1]

[Skill 2]

[Skill 3]

## Awards & Honors

- [Award/Honor Title], [Year]