

FIRST LAST NAME

Address:

Street Address

City, State ZIP

Phone:

(XXX) XXX-XXXX

Email:

email@example.com

USAJOBS Profile:

<https://www.usajobs.gov/Profile/FirstLast>

Citizenship:

U.S. Citizen

Federal Status:

Current/Former Federal Employee

Job Objective

GS-XXXX [Job Title], [Department/Agency], Announcement #: [#####]

Summary of Qualifications

- [Insert brief summary paragraph or 3–5 bullet points describing your core qualifications, years of experience, and relevant skills.]
- [Highlight knowledge, skills, and abilities required for the position.]

Work Experience

Job Title

Agency/Organization, City, State

MM/YYYY – MM/YYYY | Hours per week: ## | Supervisor: Name, Phone; Permission to Contact:

Yes/No

- Brief description of duties, responsibilities, and accomplishments.
- Include processes, systems, budget, staff, or project scope managed.
- Describe skills and results relevant to the position you are applying for.

Job Title

Agency/Organization, City, State

MM/YYYY – MM/YYYY | Hours per week: ## | Supervisor: Name, Phone; Permission to Contact:

Yes/No

- Details of relevant previous federal or non-federal jobs.

Education

Degree Earned, Major

College/University, City, State

Graduation Date: MM/YYYY

GPA: X.XX

Credits Earned: ### Semester/Quarter

Relevant Coursework:

- Course 1, Course 2, Course 3

Certifications & Training

- Certification Name, Issuing Organization, Date

- Training Name, Provider, Date

Skills

- Technical Skills: [Software, Tools, Systems]
- Languages: [Language Name (Proficiency)]
- Other Relevant Skills

Professional Affiliations

- Organization Name, Membership Dates

Awards & Honors

- Award Name, Issuer, Date

References

- Available upon request