

Jane Doe

Address:

123 Main Street, Springfield, XX 00000

Phone:

(555) 123-4567

Email:

jane.doe@email.com

Citizenship:

U.S. Citizen

Federal Status:

Not a current federal employee

Veteransâ€™ Preference:

None

Job Information

Announcement Number:

[Enter Announcement #]

Job Title:

[Enter Job Title]

Grade(s) Applying For:

[Enter Applicable Grades]

Series:

[Enter Series #]

Work Experience

Position Title â€” Employer Name**Location:**

Springfield, XX

From:

MM/YYYY

To:

MM/YYYY or Present

Hours/Week:

40

Salary:

\$XX,XXX/year

Supervisor:

John Smith, (555) 987-6543, May contact

Duties and Accomplishments

- [Describe major duties and responsibilities]
- [Highlight achievements, measurable results, relevant skills]

Position Title “ Employer Name

Location:

City, State

From:

MM/YYYY

To:

MM/YYYY

Hours/Week:

XX

Salary:

\$XX,XXX/year

Supervisor:

[Supervisor Name and Contact], [May/May Not] contact

Duties and Accomplishments

- [Duty/achievement sample]

Education

Degree, Major

School Name, City, State

Dates Attended: MM/YYYY “ MM/YYYY

GPA: X.XX, Honors: [Honors/Activities]

[Additional Education or Training]

[School/Institution], [City, State]

Dates Attended: MM/YYYY “ MM/YYYY

Training & Certifications

- [Certificate/Training Title], [Issuing Organization], [MM/YYYY]
- [Certificate/Training Title], [MM/YYYY]

Skills

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

References

• John Referee

Title, Organization

(555) 321-9876

john.referee@email.com

- **Mary Advisor**

Title, Organization

(555) 654-1234

mary.advisor@email.com