

Untitled Federal Resume Sheet

PERSONAL INFORMATION

Full Name

Address

Phone

Email

Citizenship

Federal Status (e.g. Veteran Preference)

OBJECTIVE / SUMMARY

WORK EXPERIENCE

Job Title

Employer

Location

Dates (MM/YYYY - MM/YYYY)

Hours per week

Major Duties and Accomplishments

EDUCATION

Degree

Institution

Location

Date Received

GPA (if required)

Relevant Coursework / Honors

CERTIFICATIONS / TRAINING

Certification / Course

Issuer

Completion Date

SKILLS

REFERENCES

Name

Relationship

Contact