

[Your Name]

[City, State] · [you@email.com] · [phone]

Citizenship: [U.S. Citizen] · Veteran Status: [Status] · Security Clearance: [Level/None]

SUMMARY

[X] years of experience in [field], with expertise in [area] and [area]. Seeking [target position/series] roles applying [core strength].

WORK EXPERIENCE

[Job Title] ([Series/Grade, e.g. GS-12]) [20XX – Present]

[Employer Name]

[Employer Address, City, State ZIP]

Supervisor: [Supervisor Name] May Contact: [Yes/No] Salary: [\$XX,XXX/yr] Hours/Week: [40]

[A paragraph describing the full scope of duties, responsibilities, and programs managed in this role.]

- [One sentence describing a specific duty and the outcome achieved.]
- [One sentence describing a program or project managed, with scope/scale.]

[Job Title] ([Series/Grade, e.g. GS-9]) [20XX – 20XX]

[Employer Name]

[Employer Address, City, State ZIP]

Supervisor: [Supervisor Name] May Contact: [Yes/No] Salary: [\$XX,XXX/yr] Hours/Week: [40]

[A paragraph describing the full scope of duties, responsibilities, and programs managed in this role, including any supervisory or budgetary authority held.]

- [One sentence describing a specific duty and the outcome achieved.]
- [One sentence describing a program or initiative supported and its result.]

[Job Title] ([Series/Grade, e.g. GS-7]) [20XX – 20XX]

[Employer Name]

[Employer Address, City, State ZIP]

Supervisor: [Supervisor Name] May Contact: [Yes/No] Salary: [\$XX,XXX/yr] Hours/Week: [40]

[A paragraph describing the full scope of duties, responsibilities, and programs managed in this role, including any supervisory or budgetary authority held.]

- [One sentence describing a specific duty and the outcome achieved.]
- [One sentence describing a process or reporting improvement introduced.]

EDUCATION

[Degree] in [Field]

[University Name], [City, State] · GPA: [X.X]/4.0 · [20XX]

RELEVANT COURSEWORK

[Course Name], [Course Name], [Course Name]

CERTIFICATIONS & TRAINING

[Certification Name], [Issuing Body], [20XX]

[Training Program Name], [Issuing Body], [20XX]

SKILLS

[Skill], [Skill], [Skill], [Skill], [Skill], [Skill], [Skill], [Skill]

References available upon request.