**First and Last Name**

Address

Town, State and Zip Code

Email Address

Phone Number

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**SOCIAL SECURITY #:** (Remove from resume when attending public networking events or job fairs)

**CITIZENSHIP:** USA

**VETERANS PREFERENCE:** “Yes” or N/A

**FEDERAL CIVILIAN STATUS:**

**OBJECTIVE:** To obtain a full-time position in public service with (Indicate the Federal Agency and Department) as a (Indicate the position, including the announcement or vacancy number, if available)

**EDUCATION**

College or university, City, State

Type of degree and major, Date of graduation (month/year)

GPA

Honors or awards, if any

**RELEVANT COURSEWORK**

Name of course, Organization/University taken, City, State, Date completed

**EMPLOYMENT HISTORY** *(professional experiences)*

Name of organization, City, State

Position & title, Start & end date (MM/YYYY)

Salary (per hour/month/year)

Part-time / internship / seasonal / temporary

Supervisor (or HR rep who can verify employment) – name and phone number

Brief description of duties, and identify your major roles, responsibilities and accomplishments

**ADDITIONAL EXPERIENCE** *(internships, unrelated employment, part-time employment, seasonal, temporary employment)*

Name of organization, City, State

Position & title, Start & end date (MM/YYYY)

Salary (per hour/month/year)

Part-time / internship / seasonal / temporary

Supervisor (or HR rep who can verify employment) – name and phone number

Brief description of duties, and identify your major roles, responsibilities and accomplishments

**VOLUNTEER WORK AND COMMUNITY INVOLVEMENT**

Name of organization, City, State

Start & end date (MM/YYYY)

Brief description of duties, and identify your major roles, responsibilities, and accomplishments

**PROFESSIONAL ASSOCIATIONS**

Name of the association, City, State, Date joined

**ACTIVITIES**

Name of activity, City, State

Start & end date (MM/YYYY)

Brief description of duties, and identify your major roles, responsibilities, and accomplishments

**SKILLS**

Skills related to education, those acquired throughout your career, and any personal skills that you want to highlight. Include, if applicable:

* Foreign language skills with the skill level (novice, intermediate, or advanced) in reading and/or writing
* Technology skills

**CERTIFICATIONS**

Name of the certification, Organization that granted it, City, State, Date(s) the certification is in effect (month /year)

**HONORS AND AWARDS**

Name of the award, Organization that granted it, City, State, Date(s) the award was granted