

Your Last Name
Announcement # (See Objective)

First MI Last Name

719.555.1212 H

719.555.1313 C

Citizenship: US

Veterans Preference: 30% SCD, VRA, or Schedule A

(DO NOT include full SSN unless requested in the announcement)

Email Address
Street Address, Apt #
City, State Zip Code

Objective: Announcement Number, Job Title and grade(s) of the position. (Direct Hire positions will not have an announcement number – VRA, 30% or more, etc.)

Work Experience

Job Title

Employers Name

Employers Street Address

City, State Zip Code

mm/yy - Present

S: Supervisors Name

P: 555.555.1212 May contact

40 hrs/w, \$00,000/yr

Duties: Preferred in paragraph format. Highlight those duties which closely resemble your knowledge, skills and abilities which would qualify you for the position.

Use as many paragraphs to express your experiences!

You may provide detailed information regarding those duties which may not be closely aligned with the position but may show transferrable skills and the scope of your abilities.

Job Title

Employers Name

Employers Street Address

City, State Zip Code

mm/yy – mm/yy

S: Supervisors Name

P: 555.555.1212 May contact

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Education

mm/yy Master's of Arts in Organizational Management, GPA 3.85
Name of University, City, State Zip Code

mm/yy Bachelor's of Science in Human Resources Management, GPA 3.76
Name of University, City, State Zip Code

mm/yy Diploma/GED
Name of your High School/GED, City, State Zip Code

Job Related Training

mm/yy Basic Staffing and Placement, School Name
mm/yy Workers Compensation, School Name
mm/yy Processing Personnel Actions, School Name

Honors, Awards

mm/yy Veterans Preference Awards (Expeditionary Medals, Campaign Badge, Purple Heart)

Other Information

I certify that I can type 50+ words per minute and that the information within this resume is accurate.

References:

No less than three