**Name (14pt-16pt font)**

Street Address

City, State ZIP

Professional Email Address

Phone Number

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

**Citizenship**: (Indicate USA, if applicable)

**Veteran’s Preference**: (Indicate “Yes" and the branch of service or N/A)

**Federal Civilian Status**: (Indicate current position/department or N/A)

**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).

**EMPLOYMENT HISTORY**

**Name of Employer** City, State

*Title and Position* Month and Year Range

Supervisor Contact Information (“May Contact” or “May Not Contact”) Salary or Hourly Pay, XX Hours/Week

* Include 3-5 bullet points to show how your skills and experiences meet the qualifications and requirements listed in the job announcement. Emphasize accomplishments over day-to-day tasks.
* Place an action verb at the beginning of a bullet point statement to make the statement impactful.
* Use quantifiers such as numbers, money amounts, or percentages whenever possible.

**EDUCATION**

**University of Georgia** City, State

*Bachelor of Science / Arts in Major* Month and Year Received/Expected

Concentration, Second Major, Minor, Emphasis GPA: X.XX/4.00

Academic Awards (optional)

**RELEVANT COURSEWORK**

List courses by title, separated by commas in paragraph form.

**CERTIFICATIONS**

Include any classes, seminars, certifications, or training that relate to the position.

Name of Certification Month and Year Earned

**VOLUNTEERING & COMMUNITY INVOLVEMENT**

**Your title** (if applicable), Organization Name Month and Year Range

* As an option, add 2-3 bullet points to describe your role in the organization. Focus your contributions to the organization and quantify whenever possible.
* Similar to the experience sections, begin each bullet point with a strong action verb.

**PROFESSIONAL ASSOCIATIONS**

**Your title** (if applicable), Club/Organization Name Month and Year Range

* Describe your role in any relevant clubs or organizations. Focus your contributions to the organization and quantify whenever possible.
* Similar to the experience sections, begin each bullet point with a strong action verb.

**ACTIVITIES**

**Your title** (if applicable), Activity Name Month and Year Range

* Describe any additional activities here if they are relevant to the position but do not fit in the above categories.

**SKILLS**

List skills in order of what most pertains to your field. Skills can include language, technical, or laboratory.

Skill 1 Skill 2 Skill 3

Skill 4 Skill 5 Skill 6

**HONORS AND AWARDS**

Name of Honor/Award/Grant Month and Year Given