

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 4

Skill 2
Skill 5

Skill 3
Skill 6

HONORS AND AWARDS

Name of Honor/Award/Grant

Month and Year Given