

# SAMPLE RESUME FORMAT

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# SAMPLE RESUME

- Start and end dates (month and year)
- Hours worked per week
- Position title
- If Federal position, pay plan, series, and grade
- Date of last promotion
- Whether you are/were a temporary employee, term employee or on a temporary promotion
- Salary
- Employing organization's name/address
- Supervisor's name and phone number
- Whether we can contact the supervisor
- Description of major duties/tasks: e.g., specific functions performed; programs, equipment, regulations and/or tools used; leader or supervisory duties

## EXPERIENCE:

Example: 01-2000 to present; 40 hours per week; Electrician; WG-2805-10; last promoted 01-2000; temporary employee; on temporary promotion; Pearl Harbor Naval Shipyard, 123 Wahoo Circle, Honolulu, HI 96818; Mr. Fred Smith, (808) 474-3344; may contact supervisor. Perform various tasks necessary to fabricate, assemble, install, overhaul, test, troubleshoot, and complete final operational check-out of electrical motors and equipment, electrical harnesses, junction box assemblies, panel assemblies, relays, electrical systems. Responsible for performing continuity and power checks on electrical harnesses in conjunction with continuity checks; working to verbal or written specifications utilizing blueprints, wiring diagrams, and work sketches as assigned.

Example: 04-1985 to 01-2000; 40 hours per week; Engine Mechanic; \$14.92 per hour; last promoted 12-1998; permanent employee; not on a temporary promotion; Boeing, Seattle WA 98124; Mr. John Doe, (206) 333-3333; may contact supervisor. Performed trouble diagnosis and repair of airplane engines. Work included engine assemblies and accessories. Was responsible for modifying, adjusting, troubleshooting, disassembling and assembling, engines, parts, components and accessories. Followed safety practices and procedures

## EDUCATION:

Provide name of high school, whether H.S. Diploma or GED and date completed. For post high school education, provide name of state college or university (include city and state), type and year of degree obtained (if applicable), major field of study, grade point average, and semester/quarter hours completed.

**TRAINING:** List any courses that you have completed and consider relevant to your career goals. Include course name, length, and completion date.

**LICENSES/CERTIFICATES:** List current licenses, certificates, and/or contracting warrants. Identify the city and/or state of certification, and expiration date, if any. If you have Defense Acquisition Workforce Improvement Act (DAWIA) or Firefighter certification, identify the level and position category.

**APPRAISALS & AWARDS:** List current performance ratings, awards, honors, and recognition's, including date(s) of receipt.

**U.S. MILITARY SERVICE INFORMATION:** If you have served active duty in the U.S. military provide the following information: List dates and branch of service for all periods of active duty military service, including reservist/guard time called or ordered to active duty. List any campaign badges or expeditionary medals received. Provide type of last discharge and, if discharged prior to full period of active duty, provide reason. If retired military, provide date and rank of retirement.

**OTHER INFORMATION:** List any information relevant to your career goal(s). Such information may include publications, language proficiencies, memberships in professional organizations or honor societies, membership in Acquisition Professional Community (APC), leadership activities, etc.