

Template for a Federal Resume

NAME

Contact Information (address, phone number, email address)

SSN

Citizenship status: (U.S. citizen? work visa? other?)

Veteran's preference: (veteran or nonveteran?)

Objective: (job title and vacancy announcement number)

Certifications: (related to field, such as computer systems, teaching, CPR)

Computer Skills (or other category of job-related technical/special skills, i.e. foreign language)

Education

Bachelor of Science, Information Systems

May 20XX

Towson University, Towson, MD

- x Academic honors (GPA, dean's list, honor society)
- x Related courses (list those that relate to the targeted job)

Other training or professional development

completion month, year

Hometown High School

June 20XX

Hometown, MD

Experience

Company name, city, state

beginning month, year– present

Position/job title

Salary

Hours/week

Supervisor's name and telephone number

Present employer may be contacted: (yes/no)

Description (overview paragraph using key words; statements using action verbs, not sentences)

- x Specifics (trained all new hires in XX department)
- x Accomplishments (developed training manual that reduced training time and increased efficiency among first year staff)