

HERE'S WHAT YOUR RESUME MUST CONTAIN

JOB INFORMATION

- > Civilian Position title, series, and grade(s) of the job applying for

PERSONAL INFORMATION

- > Full name, mailing address, day and evening phone numbers, email address
- > Country of citizenship
- > Veterans preference
 - For 5 points: List the full name and date of campaign badges/expeditionary medals
 - For 10 points: attach SF-15 and required documentation
- > Dates (Month, Day, Year) and branch for all **active duty** military service
- > Highest Federal civilian grade held (Also give job series and dates held)

EDUCATION

- > High school
 - Name, City, and State (ZIP Code if known)
 - Date of diploma or GED
- > Colleges or Universities
 - Name, city, and State (ZIP Code if known)
 - Majors
 - Type and year of any degrees received (Show credits earned and indicate whether semester or quarter hours)

WORK EXPERIENCE

- > Give the following information for your paid and nonpaid work experience related to the job in which you are applying:
 - Job title (include series and grade if Federal job/SF-50's)
 - Duties and responsibilities
 - Employer's name and address
 - Supervisor's name and phone number
 - Starting and ending dates (month and year)
 - Hours per week/month (If traditional reservist please provide hours per month and any mandays separately), also provide percentage of time if working outside of regular job title
 - Salary
- > Indicate if we may contact your current supervisor
- > Do not send official job descriptions

OTHER QUALIFICATIONS

- > Job-related training courses (title and year)
- > Job-related skills, for example, other languages, computer software/hardware, tools, machinery, **typing speed**
- > Job-related certificates and licenses (current only)
- > Job-related honors, awards, and special accomplishments, for example: publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (Give dates but do not send documents)

