

HERE'S WHAT YOUR RESUME OR APPLICATION MUST CONTAIN

JOB INFORMATION

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

PERSONAL INFORMATION

> Full name, mailing address, day and evening phone numbers, email address

> Social Security Number

> 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)

- 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)