[FIRST NAME LAST NAME]

[email address] | [phone number] | [City, State]
[Add any other contact detail the announcement asks for]

SUMMARY

[Optional, 2 to 3 lines: your main qualification for THIS announcement, in its own terms. Example shape: "[Job title] with [number] years of [the specialized experience the announcement names], including [two tasks it lists]."]

WORK EXPERIENCE

[Job Title], [Pay plan]-[Series]-[Grade] (federal jobs only, e.g. GS-0343-11)
[Employer or agency name], [City, State]
[MM/YYYY] – [MM/YYYY or Present] | [Number] hours per week

- [Put the experience most relevant to the announcement first, and keep every job you need to show the required experience. Accomplished [X] as measured by [Y], by doing [Z].]
- [A task the announcement names, in the announcement's words, with the scale: how many, how often, how much.]
- [A result with a number, percentage, dollar amount or plain description.]
- [A tool, system or law the announcement names, written the way the announcement writes it.]
- [3 to 6 lines is usually enough. Leave out duties the announcement does not ask about.]

[Job Title], [Pay plan]-[Series]-[Grade] for any federal job
[Employer name], [City, State]
[MM/YYYY] – [MM/YYYY] | [Number] hours per week

- [Accomplished [X] as measured by [Y], by doing [Z].]
- [A second task from the announcement that you did in this job.]
- [Keep only what is relevant to this announcement.]

[Job Title or Volunteer Role], [Pay plan]-[Series]-[Grade] for any federal job
[Employer or organization], [City, State]
[MM/YYYY] – [MM/YYYY] | [Number] hours per week

- [Older or less related work: one or two lines, or remove it.]

EDUCATION

[School or institution], [City, State]
[Degree type and major], [Completion date MM/YYYY], [Cumulative GPA]

CERTIFICATIONS AND LICENSES

[Type of certification or license], [date] (when relevant or required by the announcement)

OPTIONAL DETAILS (WHEN RELEVANT)

[Current security clearance] | [Job-related training] | [Language skills]
[Organizations and affiliations] | [Professional publications] | [Eligibility for special programs]