Resume Template
Content and Sample Resume

Recommended Resume Content
(Resume may not exceed two pages)

EXPERIENCE: Start and End Dates; Hours Worked Per Week; Position Title, Pay Plan-Series-Grade (GS equivalent if in Pay Band), Employer's Name; Major Duties and Accomplishments(If experience entry describes positions at different grade levels, include month and year for each grade)
EDUCATION: List all formal education. If degree completed (e.g., AA, BA, MA) list major field of study, name of school, year degree awarded and GPA.
SPECIALIZED TRAINING: Training courses you have completed, to include relevant training towards your career goals. Indicate dates and length of training. Provide statement if CES Course requirements are met.
AWARDS/LICENSES: Significant, as space allows.

Sample Resume

James Z. Smith
Work 703-234-5678
DSN 555-5555

EXPERIENCE

09/22/2015 - Present, 40 Hours per wk, Lead Budget Analyst, GS-0560-12, US Army Cyber Center of Excellence, Fort Gordon. Serve as the Lead Analyst responsible for budget functions at the CyberCoE. Serves as technical expert on the budget advisory committee. Provides advise regarding budget requests, proposals and execution. Formulates and analyzes budget to ensure proper and full use of provided funds, with no failures or violations identified in recent Inspector General Inspection, etc...

04/02/2012 - 09/21/2015, 40 Hours per wk, Budget Analyst, GS-0560-11, US Aviation Center of Excellence, Fort Rucker. Responsible for all functions of the AvnCoE Staff budget requests, proposals and execution. Formulated and analyzed budget to ensure proper and full use of provided funds, with no anti-deficiency violations. The uncertainty of the budget approval placed a strain on meeting the execution goal of the organizations budget. Once the budget passed, having complete oversight and control brought the execution rate up 82.6% exceeding the 50% goal, etc...

EDUCATION

BA, Budget Management, Virginia Tech, May 15, GPA 3.75
MBA, University of Penn State, Mar 18, GPA 3.80

SPECIALIZED TRAINING

CES: Completed CES Intermediate Course, 2012
2017 Sustaining Base Leadership and Management Program, 2013
Personnel Management for Executives I, 9 days, 2015
Manager Development Course, 20 hours, 2017
Personnel Management for Executives II, 5 days, 2016

AWARDS/LICENSES:

Commander's Award for Civilian Service, 2017

TIPs FOR PREPARING YOUR RESUME FOR ELDP CONSIDERATION

DO...

- Type with black ink on white paper.
- Use a minimum margin of 1 inch on all sides.
- Use COURIER font, no smaller than 10 point font.
- Describe your experience with specific words rather than vague generalizations, reflecting significant career accomplishments and demonstrated leadership experience.
- List significant education and development programs that denote your knowledge and understanding of national security issues, leadership development, and potential to perform at a higher level.
- Proofread and spell-check your resume.
- Limit your resume to no more than TWO pages.
- Sign and date your resume.

DON'T...

- Use acronyms or abbreviations, other than to describe type of systems used.
- Use vertical or horizontal line, graphics, or boxes.