

Federal Resume Questionnaire

Your Name

Street address

City – State – Zip Code

Phone Number (H) or (W) and (C) Please include each and indicate which number is which- also which is preferred for contact by prospective employees _____

Email address: _____

Social Security No. _____

Citizenship: _____

Military Preference: None 5 points 10 points (DD 214 included—Yes No)

Federal Status: _____

Official job title (per OPM) -Series Number-Grade _____

Summary of Experiences

Professional Accomplishments _____

Department or Agency , _____ Start Date _____ -Present

City-State Year Started in this position

Organization

Street Address _____

____ Hours Per Week

Beginning Salary \$ _____

Ending Salary \$ _____

City State Zip Code

Name of Supervisor & His/Her Office Phone No _____

Supervisor May* Be Contacted *If you don't want them to be contacted, please advise so that we can explain in cover letter

If you want to give a brief summary of the work you do in this position, do it in the space below.

Keep it to about 4-6 lines, max of 8

Make Copies of this Page and Use For Subsequent Paragraphs on Your Accomplishments

Education : College _____

Ph.D or Master level degree. You can either name the school first, or name the degree first. If you graduated from a “prestigious” school perhaps you want to list it first. If you want to emphasize the degree, then list it first. All degrees should be spelled out, such as “Master of Business Administration,” not MBA. Unless you want to emphasize what the degree is about, you don’t need to spell out the discipline of the degree.

List your undergraduate degree. Same comments as noted above apply here. List name, city, state, zip code(if known), majors and type and year of any degrees received. If no degree, list total number of credit hours earned and indicate whether semester or quarter hours.

List any community college or associate degrees here.

List your high school. Start with diploma, then name of high school, location (city and state), zip code(if known) and year graduated.

Awards

List your awards and give a one line explanation what the award was about. If there are more than one page of awards, list the awards as the last page to the resume. Add dates.

Certifications

List any “certifications.” These are certifications that are only granted to those who complete a course of instruction, pass an exam or some other unique factor that give you a skill or ability that others do not have because they have not completed the certification process.

Publications

If you have anything published, work related or not work related, you can list your publication in this part of the resume.

Presentations

List major presentations you have made. Major is meant as large conferences, Congressional committees, Secretaries of Departments, White House. Don't forget presentations you may have made as member of your community or as a member of an organization.