

Sample Resume Format

Name
Addr1
Addr2
City, ST Zip
Home Phone #:
Email:

Social Security Number:
Country of Citizenship: United States of America
Veteran's Preference:
Highest Grade:
Contact Current Supervisor:

VACANCY INFORMATION:
Announcement Number:
Job Title: Personnel
Grade(s) Applying for: GS-00

OBJECTIVE:

WORK EXPERIENCE:

Agency
Addr
Room
City, State, Zip

Dates Employed:
Grade Level:
Hours per Week:

Agency
Addr
Room
City, State, Zip

Dates Employed:
Grade Level:
Hours per Week:

EDUCATION:

JOB-RELATED TRAINING COURSES:

JOB-RELATED SKILLS:

JOB-RELATED CERTIFICATES AND LICENSES:

JOB-RELATED HONORS, AWARDS, MEMBERSHIPS, ETC.:

SUPPLEMENTAL INFORMATION

This is an example of where supplemental information may appear in your resume.