

U.S. Department of Energy Part I – Executive Profile

INSTRUCTIONS

The Executive Profile is to be used to briefly describe your qualifications. Responses are to be illustrative of your record—experience, education, and accomplishments.

CAREER OBJECTIVES	State short- and long-range career objectives, e.g., 2 years out, 5 years out. If possible, the objectives should include specific job titles and organizations. Management can help identify specific jobs.
FORMAL EDUCATION	Please show education data in chronological order. High school data should not be included if college was attended. Specific courses taken at same institution may be grouped together to conserve space.
FEDERAL GOVERNMENT JOB EXPERIENCE	List in chronological order (current job first, if applicable) significant and pertinent job experience (including military) by title, and organization followed by a brief summary of responsibilities. Please include grade levels.
PRIVATE INDUSTRY JOB EXPERIENCE	List in chronological order (current job first, if applicable) significant and pertinent job experience by title, and organization followed by a brief summary of responsibilities. A summary of responsibilities need not be included on any position where the responsibilities are recognizable. (i.e., Branch Manager, Controller, etc.). Please include salary received.
PROF. ACTIVITIES AND SPECIAL QUALIFICATIONS	<p>List academic honors and other job and/or civic awards.</p> <p>Indicate knowledge of foreign languages and fluency (read, write, speak).</p> <p>List office held in technical, professional societies or organizations.</p> <p>List only vocational significant material.</p> <p>(Attach extra sheet if necessary.)</p>

EXAMPLE

PERSONAL HISTORY

	NAME	DOE, JANE	OFFICE TELEPHONE	DATE PREPARED
CAREER OBJECTIVES	Short-range (2 years) – To acquire necessary skills and experiences for an SES position			
	Long-range (5 years) – To manage a nationwide personnel program			
FORMAL EDUCATION	1964	A.A.	Electronics	Virginia State College
	1966	B.S.	Management Science	Coppin State College
	1970	MBPA	Personnel Management	Southeastern University
FEDERAL GOVERNMENT JOB EXPERIENCE	1972-Present	<i>GS-15, Office Director</i> Small Business Administration, Washington, D.C. Responsible for the planning, development, & implementation of the Merit Appraisal and Compensation program for the Agency.		
	1971-1972	<i>GS-14, Deputy Director</i> Small Business Administration, Washington, D.C. Responsible for the efficiency and effectiveness of Personnel Services as it relates to Agency resource & utilization.		
	1969-1971	<i>GS-13, Personnel Specialist</i> State Dept., Washington, D.C. Served as a Personnel Management Specialist providing classification and staffing services for an entire Bureau.		
PRIVATE INDUSTRY JOB EXPERIENCE	1965-1969	<i>Operations Manager</i> American Exterminators, Baltimore, MD. Supervised 40 employees coordinating field operations in the delivery of various routine and specialized services. (\$25,000).		
PROF. ACTIVITIES AND SPECIAL QUALIFICATIONS	Foreign Languages: French and German (Fluent in reading, writing and conversing)			
	1987 Chairman, Management Review Committee			
	1983 Commendation for Distinguished Professional Achievement			

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Name: _____

Address: _____

Employer: _____

Position Title: _____

Current Grade/Salary: _____ Home Phone: _____ Office Phone: _____

Brief Description of Current/Last Position: _____

CAREER OBJECTIVES

FORMAL EDUCATION

FEDERAL GOVERNMENT

Privacy Act Statement

Section 6311 of Title 5 U.S.C. authorizes collection of this information. The primary use of this information is to establish an executive skills file to facilitate employee staffing and development activities. Routine disclosure of the information collected may be made to those who complete the form, their supervisors, and those management and personnel officials who made decisions on staffing and developmental activities. Furnishing the information on this form is voluntary. Failure to do so will result in decisions regarding staffing and development on the basis of other existing personnel records and data.

(Please complete reverse side of form)

PROFESSIONAL ACTIVITIES &
HONORS & SPECIAL QUALIFICATIONS

PRIVATE INDUSTRY EXPERIENCE