**First Name Last Name**

***Current Position Title***

|  |  |
| --- | --- |
| **Name** | **PLEASE DOWNLOAD BEFORE ENTERING DATA**  |
| **Education Summary** |  |
| **Clearance Level** |  |
| **Years of Work Experience** |  |
| **Languages Spoken** |  |
| **Other Significant Summary Information** |  |
| **Bio/Summary of Skills/Qualifications** |
|  |
| **Professional Experience** |
| Company Name, City, State DatesPosition Title, OrganizationRole Description:* A
* B
* C
 |
| **Education** |
| * Degree (B.A./B.S., M.A./M.S., PhD, etc), Focus Area, Institution/School, Year Graduated
 |
| **Other Credentials** |
| Certifications* Name, Institution, Earned/Issue Date, License Number

Clearances* Issuing Department, Level (if active and appropriate to disclose)

Languages * Language Name—Level

Memberships and Activities* Position, Organization, Dates

OCONUS Experience* Country, Description, Years of Living Overseas

Software* Name

Other* ABC
 |

\*Please include a Headshot Photo if you have one

**Resume Template Instructions: Ex: Col. Jane B. Smith (Ret.)**

***Program Manager***

|  |  |
| --- | --- |
| **Name** | (Mr./Ms. First Name Last Name)Ex: Col. Jane B. Smith (Ret.) |
| **Education Summary** | *(List highest level earned in this summary section)*Ex: Masters in Engineering |
| **Clearance Level** | *(Write issuing Department, current, highest, active, publicly appropriate to disclose clearance level. Write “N/A” if no clearance is held.)* Ex: DoD TS/SCI |
| **Years of Work Experience** | *(Count all years of professional work experience, even if in a different field.)*Ex: 25 years |
| **Languages Spoken** | *(List all languages outside of English spoken. Write “N/A” if English is your primary language.)*Ex: Spanish and Afrikaans |
| **Other Significant Summary Information** | *(If there is some other significant certificate, accomplishment, or distinguishing feature of your career please highlight it here in less than a sentence.)*Ex: International Logistics Subject Matter Expert (SME) |
| **Bio/Summary of Skills/Qualifications** |
| (*Write in third person, in paragraph form.)* Ex: Ms. Smith, an Army veteran, served as a linguist in Africa for 20 years. |
| **Professional Experience** |
| Ex:Culmen International, Alexandria, VA 2004—PresentProject Manager, DSCA* Provide client support through…..

*(Add as many lines and pages as necessary, there is no page limit to this resume template.)*Company Name, City, State DatesPosition Title, OrganizationRole Description:* A
* B
* C
* D

Company Name, City, State DatesPosition Title, OrganizationRole Description:* A
* B
* C
* D

Company Name, City, State DatesPosition Title, OrganizationRole Description:* A
* B
* C
* D
 |
| **Education** |
| * Degree (B.A./B.S., M.A./M.S., PhD, etc.), Focus Area, Institution/School, Year Graduated
* Degree (B.A./B.S., M.A./M.S., PhD, etc.), Focus Area, Institution/School, Year Graduated
* Degree (B.A./B.S, M.A./M.S., PhD, etc.), Focus Area, Institution/School, Year Graduated

Ex:* Master’s in Engineering, Civil, George Washington University, 1990
 |
| **Other Credentials** |
| Certifications* Ex: Project Management Professional (PMP), Project Management Institute (PMI), 2000, License Number 1112222
* Name, Institution, Earned/Issue Date, License Number
* ABC

Clearances* Ex: DoD, TS/SCI
* Issuing Department, Level (if active and appropriate to disclose)
* ABC
* ABC

Languages * Language Name—Level
* Ex: Spanish—Advanced Intermediate, European Level B2-C1
* ABC
* ABC

Memberships and Activities* Position, Organization, Dates
* Ex: Board Member, Toast Masters, 2005-2007
* ABC

OCONUS Experience* Country, Description, Years of Living Overseas
* Ex: South Africa, Lived and Worked, 2000-2004
* ABC

Software* Name
* Ex: Centrifuge Developer and Power User
* ABC
* ABC

Etc.* ABC
* ABC
* ABC

**Blank Template Below** |

***\*Include a Headshot Photo if you have one***