**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 Dates  Position Title, Organization  Role 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—Present  Project 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 Dates  Position Title, Organization  Role Description:   * A * B * C * D   Company Name, City, State Dates  Position Title, Organization  Role Description:   * A * B * C * D   Company Name, City, State Dates  Position Title, Organization  Role 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***