

SAMPLE RESUME WITH SUPPLEMENTAL DATA

DO NOT – use italics, bold, bullets, borders or any other artistic enhancement
DO – use 10 or 12 pt Courier, Arial or Times New Roman font
DO – left align text
DO – include relevant and detailed (paid and unpaid) work experience
DO – use a chronological format
DO – include the required supplemental data

John Richard Boyd
1234 East 28th Street
Alexandria, Virginia 22302
Home: 123-456-7890
Work (DSN): 761-1620
Work (Commercial): 703-681-1620
SSN: 987654321
james.g.berton@us.army.mil

Provide current contact information; complete address, home/work phone number
Social Security Number (numeric value only – no hyphens).

email address

U.S. Citizen - Yes
Previously employed by the federal government:
Yes

Are you a US citizen?
Are you now or have you ever been employed by the federal government (APF or NAF) or a member of the US Armed Forces?

Highest Civilian Grade: NF-5 2 years 1 month
Title: Chief, Army NAF CRP
US Army IMCOM, Family and MWR Command
Supervisor: Anna Melitta Glasgow

Highest civilian grade or pay band held; length of time held. Title
Employer
Supervisor

Highest Military Grade: CPT-O3 9 years 3 months
Title: Battalion Adjutant
US Army, 469th Engineer Combat Battalion
Supervisor: Lt Col Mark Eldridge

Highest military pay grade held; length of military service.
Title
Employer
Supervisor

Work Experience

Feb 2003 to present

Start and End Date (Mo/Year)

Chief, Army NAF CRP
US Army IMCOM, Family and MWR Command
4700 King Street, Alexandria, VA 22302
Supervisor: Anna Melitta Glasgow
761-0000 (DSN)
703-681-0000 (Commercial)

Title
List employer's complete address,
Supervisor's name and phone number.

Pay Plan, Series and Grade: NF-0343-05

List Federal Pay Plan, Series, Grade/Pay Level.
Account for different grade level(s).
Include month and year held.

Duties: Serves as Supervisory Program Analyst with primary responsibilities to include: (1) supervising of the NAF Career Referral Program (2) development of administrative procedures for the conduct of the Army Leader Developmental Assignment Program (LDAP) and the FMWRC HR portion of the strategic planning. Advises director and command on all matters related to the above. Provides technical leadership and analysis. Assists with plans for the direction of the program, monitors Department of the Army (DA) Civilian Personnel Policy affecting the program; updates procedures as required by changing needs and interests of the military community, changing legislation, or changes in overall DA policy. Manages day to day work flow operations of the Career Referral Program to include analysis of program operation and requirements, requisition management, employee training, and implementation of business process improvement plans.

Jun 1999 to Jan 2003

Financial Management Analyst, Part Time (20-30 hrs weekly)
Johnson Control World Services, Inc., Fort Irwin, CA 92310
Annual salary \$62,000
Supervisor: Grace Marin – 760-380-3582

Quantify weekly, bi-weekly part-time hours
List relevant unpaid volunteer work experience.

Duties: Collected data and performed cost analysis essential to preparation and monitoring of annual operating budgetary funding requirements for the MWR Division, Fort Irwin. Prepared and reviewed the activities annual budgets both appropriated funds and nonappropriated funds. Rolled up the seven activity budgets to a division level annual operating budget. Assisted Division Chief with the presentation of the annual operating budgets to the Financial Resource Manager for approval. Analyzed operating procedures, workflow processes and work instructions provided to seven activities with the MWR Division to include the management office. Collected data and prepared administrative and division financial reports to include contract deliverables.

July 1990 to May 1999

Battalion Adjutant
Pay Plan, Series and Grade: CPT-O3
US Army, 469th Engineer Combat Battalion
Caven Point US Army Reserve Center, Jersey City. NM 07305-4021
Supervisor: Lieutenant Colonel Mark Eldridge 606-666-8888

List federal military rank and grade.

Duties: Supervised over 25 Active Guard Reserve and civilian personnel in the daily operation of a reserve center and managed the administrative function of the battalion. Reorganized and improved the files management of the personnel and medical records of a battalion. Processed personnel actions and requests for over 425 officers and enlisted soldiers during a 9-month period. Developed a system to monitor and ensure all officer evaluation reports and non-commission officer evaluation reports were completed on time. Processed all recommendations for awards, reassignments, and promotions. Requisitioned replacements and managed the retention program for the battalion. Collected and analyzed data using complex spreadsheets and specific software database, and assisted with the preparation of the battalion unit status reports. On a daily basis, maintained and updated the personnel and medical records of the battalion to include all training, education records. Established policies and wrote standard operating procedures pertaining to personnel issues for the battalion. Acted as the representative for the Battalion Commander during routine absences each month.

Education:

University of Houston, Houston, Texas
B.A., Business Administration, major in Finance
Received 1980

Show highest level of education and year completed.
List major/minor course of study. If no degree awarded, indicate number of semester or quarter hours earned.

Training:

Applied Financial Planning Course
Family and MWR Command
Fort Hood, Texas – 5 days
Dec 2000

List relevant training courses: include institution, length and date completed. Provide short course description.

Course for managers to use when analyzing income statements. Focused on identification of negative trends reflected in the income statement and how to trace those back to their operational cause. Course also included forecasting, types of forecasting, proven techniques and a discussion on pricing.

Awards:

On-the-spot Award
Assisted with the preparation of Transient Lodging FY 01 Annual Operating Budget.
Received 2001

List any achievements which are relevant to your career goals. Brief description of award and date received.

Licenses/Certificates:

Certified Network Computer Technician
Training Directions College Inc, San Diego, CA
Received 1999

List applicable – certification type, expiration date, state and/or member number and levels attained.

Additional Information:

Proficient in Microsoft Excel, Access, Power Point, Word, RecTrac
Purple Heart – 1991

You may contact my current supervisor

May we contact your current supervisor?

References:

Name/Phone: James Burton, 703-123-4567
Name/Phone: Pierre Sprey, 571-123-4567

Provide the full names and phone numbers of 2 References (excluding relatives and supervisors).

Pay Preferences:

Lowest acceptable salary: \$105,000
Current or most recent salary: \$100,000
Accepted Voluntary Separation Incentive Payment (VSIP): December 31, 1985
Family and MWR Command
Alexandria, VA

Indicate pay preference for which you are applying: Lowest acceptable grade and salary (The salary range reflects a specific job vacancy salary range. Positions will list various salary ranges depending on the location and responsibilities of the position. When selecting your "lowest acceptable salary" on your resume, if the salary you select exceeds the maximum salary range in the specific vacancy, you will not be automatically considered for the position).
Current or most recent salary.
If accepted VSIP, provide date and employer.

VACANCY ANNOUNCEMENTS
CF08-322

CF8-322 Vacancy Announcement Number
(e.g., CF08-322)

**When applying via E-mail or Surface Mail use the Specific
Announcement Number**

CERTIFICATION:



Your resume must include the following certification statement
or it will not be processed.

“I certify that, to the best of my knowledge and belief, all of the information on and attached to this resume is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this resume may be grounds for not hiring me or firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.”