**Name Name**

Address, City, ST Zip ▪ 000-123-4567 ▪ [customer@service.net](mailto:customer@service.net)

U.S. Citizen: Yes **▪** Veteran’s Preference: Yes No **▪** Current/Former Federal Employee: Yes No

**VACANCY IDENTIFICATION NUMBER: XXXXXXXXXX**

**JOB TITLE AND GRADE: Job Title Here, GS-XXXX-XX**

**PROFESSIONAL SUMMARY**

Action verb professional or leader with so many years of experience, including a couple of quick highlights targeted to the position. This section should be about a paragraph, short and directly to the point, all in the third person.

**Operational Leadership:** Use these headlines to highlight directly what is sought in the job announcement with overall career experience.

**Aviation Operations, Security, and Management:** Use these headlines to highlight directly what is sought in the job announcement with overall career experience.

**Aviation Safety:** Use these headlines to highlight directly what is sought in the job announcement with overall career experience.

**Communications:** Use these headlines to highlight directly what is sought in the job announcement with overall career experience.

**AREAS OF EXPERTISE**

|  |  |  |
| --- | --- | --- |
| **Skill** | **Skill** | **Skill** |
| **Skill** | **Skill** | **Skill** |
| **Skill** | **Skill** | **Skill** |

**PROFESSIONAL EXPERIENCE**

**TITLE Date—Date**

***Organization* Hours per week: XX**

**Supervisor: ?? Supervisor Contact: ??**

**City, ST, Zip Grade Held: GS?**

1-2 short sentences summarizing position. “As Senior Production Test Pilot with Gulfstream Aerospace Corporation, flight test aircraft to determine compliance for production and customer acceptance.”

**Tailored Headline Here:** Target specific information according to announcement keywords.

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**Accomplishments:**

* **Target specific information** according to announcement keywords
* **Target specific information** according to announcement keywords

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**Accomplishments:**

* **Target specific information** according to announcement keywords
* **Target specific information** according to announcement keywords

**EDUCATION**

**Type and year of degree received: Type of Degree, YEAR**

**Major field of study: Major**

**Minor: If Applicable**

**College: College Name, City, ST**

**Total Credits: XX**

**GPA: X.XX**

Relevant Coursework: Cultural Diversity, Education Governance Professional Ethics, Education Management and Organization, Methods in Instructional Technology, Psychology of Learning

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**Type and year of degree received: Type of Degree, YEAR**

**Major field of study: Major**

**Minor: If Applicable**

**College: College Name, City, ST**

**Total Credits: XX**

**GPA: X.XX**

Relevant Coursework: Cultural Diversity, Education Governance Professional Ethics, Education Management and Organization, Methods in Instructional Technology, Psychology of Learning

**TRAINING & CERTIFICATIONS**

Course, Year

Course, Year

Course, Year

Course, Year

**HONORS OF AWARDS**

Award, year

Award, year

Award, year