**Please answer these questions as completely as possible. The more information we have, the better your resume will be. If a question is not applicable, skip to the next. Please also send your current updated resume if you have one. WE ARE COMMITTED TO YOUR SUCCESS!**

|  |  |
| --- | --- |
| **YOUR PERSONAL INFORMATION** | |
|  | **Enter your information below in these blocks:** |
| **First Name:** |  |
| **Middle Name:** |  |
| **Last Name:** |  |
| **Home Address:** |  |
| **Home Address 2:** |  |
| **City:** |  |
| **State:** |  |
| **Zip Code:** |  |
| **Country:** |  |
| **Email Address:** |  |
| **Day Phone:** |  |
| **Evening Phone:** |  |
| **Mobile Phone:** |  |
| **DSN** (if applicable)**:** |  |
| **Are/were you a Federal Civilian Employee?** |  |
| **If so, enter Pay Plan (**e.g., GS, WG, ST, etc.**):** |  |
| **Enter Series:** |  |
| **Enter Grade:** |  |
| **Federal Civilian Employee Start Date:** |  |
| **Federal Civilian Employee End Date:** |  |
| **Are you ICTAP eligible?** |  |

**ACHIEVEMENT QUESTIONS**

Please provide the FIVE most important accomplishments of your overall career – the IMPACT that your actions had on your organization, internally and externally. Please reference the position in which you were serving when you made this contribution and provide as much detail as possible to describe your level of expertise/contribution. Start with what you consider to be your **TOP OVERALL CAREER ACHIEVEMENT**

**NOTE:** Resumes are frequently weakened by a lack of key achievements. This is where we can really set you apart from the rest and possibly give you an edge.

This is NOT a time to be shy or modest! If you were hiring someone, what experience would YOU want to know about? That’s the information we need to let your prospective employer know.

**Enter below:**

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**YOUR EMPLOYMENT**

Need information for each job **for the past 10 years**

Begin with your most recent job first

**Required fields are in RED**, but enter as much information as possible

Add additional work information to ADDITIONAL INFORMATION at the end of this document if necessary

**NOTE: be sure to include any information not found on your current resume!**

|  |  |
| --- | --- |
| **EMPLOYMENT BLOCK ONE (most recent)** | |
| **Employer Name:** |  |
| **Street Address:** |  |
| **City/Town, Zip:** |  |
| **State/Territory/Province:** |  |
| **Country:** |  |
| **Formal Title:** |  |
| **Start Date (MM/YYYY):** |  |
| **End Date (MM/YYYY):** |  |
| **Salary:** |  |
| **Average Hours Per Week:** |  |
| **May we contact your supervisor?** |  |
| **Supervisor’s Name:**  (only if contact answer is Yes) |  |
| **Supervisor’s Phone:**  (only if contact answer is Yes) |  |
| **Pay Plan-Series-Grade:**  (only if Federal civilian position) |  |

**DUTIES AND RESPONSIBILITIES**

**Enter below:**

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**ACCOMPLISHMENTS FOR THIS POSITION**

(awards, improvements, recognition, special projects, etc. such as improved safety, reduced cost, saved money, etc.)

**Enter below:**

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| --- | --- |
| **EMPLOYMENT BLOCK TWO** | |
| **Employer Name:** |  |
| **Street Address:** |  |
| **City/Town, Zip:** |  |
| **State/Territory/Province:** |  |
| **Country:** |  |
| **Formal Title:** |  |
| **Start Date (MM/YYYY):** |  |
| **End Date (MM/YYYY):** |  |
| **Salary:** |  |
| **Average Hours Per Week:** |  |
| **May we contact your supervisor?** |  |
| **Supervisor’s Name:**  (only if contact answer is Yes) |  |
| **Supervisor’s Phone:**  (only if contact answer is Yes) |  |
| **Pay Plan-Series-Grade:**  (only if Federal civilian position) |  |

**DUTIES AND RESPONSIBILITIES**

**Enter below:**

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**ACCOMPLISHMENTS FOR THIS POSITION**

(awards, improvements, recognition, special projects, etc. such as improved safety, reduced cost, saved money, etc.)

**Enter below:**

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| --- | --- |
| **EMPLOYMENT BLOCK THREE** | |
| **Employer Name:** |  |
| **Street Address:** |  |
| **City/Town, Zip:** |  |
| **State/Territory/Province:** |  |
| **Country:** |  |
| **Formal Title:** |  |
| **Start Date (MM/YYYY):** |  |
| **End Date (MM/YYYY):** |  |
| **Salary:** |  |
| **Average Hours Per Week:** |  |
| **May we contact your supervisor?** |  |
| **Supervisor’s Name:**  (only if contact answer is Yes) |  |
| **Supervisor’s Phone:**  (only if contact answer is Yes) |  |
| **Pay Plan-Series-Grade:**  (only if Federal civilian position) |  |

**DUTIES AND RESPONSIBILITIES**

**Enter below:**

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**ACCOMPLISHMENTS FOR THIS POSITION**

(awards, improvements, recognition, special projects, etc. such as improved safety, reduced cost, saved money, etc.)

**Enter below:**

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| **EMPLOYMENT BLOCK FOUR** | |
| **Employer Name:** |  |
| **Street Address:** |  |
| **City/Town, Zip:** |  |
| **State/Territory/Province:** |  |
| **Country:** |  |
| **Formal Title:** |  |
| **Start Date (MM/YYYY):** |  |
| **End Date (MM/YYYY):** |  |
| **Salary:** |  |
| **Average Hours Per Week:** |  |
| **May we contact your supervisor?** |  |
| **Supervisor’s Name:**  (only if contact answer is Yes) |  |
| **Supervisor’s Phone:**  (only if contact answer is Yes) |  |
| **Pay Plan-Series-Grade:**  (only if Federal civilian position) |  |

**DUTIES AND RESPONSIBILITIES**

**Enter below:**

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**ACCOMPLISHMENTS FOR THIS POSITION**

(awards, improvements, recognition, special projects, etc. such as improved safety, reduced cost, saved money, etc.)

**Enter below:**

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| --- | --- |
| **EMPLOYMENT BLOCK FIVE** | |
| **Employer Name:** |  |
| **Street Address:** |  |
| **City/Town, Zip:** |  |
| **State/Territory/Province:** |  |
| **Country:** |  |
| **Formal Title:** |  |
| **Start Date (MM/YYYY):** |  |
| **End Date (MM/YYYY):** |  |
| **Salary:** |  |
| **Average Hours Per Week:** |  |
| **May we contact your supervisor?** |  |
| **Supervisor’s Name:**  (only if contact answer is Yes) |  |
| **Supervisor’s Phone:**  (only if contact answer is Yes) |  |
| **Pay Plan-Series-Grade:**  (only if Federal civilian position) |  |

**DUTIES AND RESPONSIBILITIES**

**Enter below:**

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**ACCOMPLISHMENTS FOR THIS POSITION**

(awards, improvements, recognition, special projects, etc. such as improved safety, reduced cost, saved money, etc.)

**Enter below:**

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**YOUR EDUCATION**

Need information for each college, university or technical school, not for each certificate or training courses.

Be sure to send in copies of your college transcripts that show any relevant coursework.

Add additional school information to ADDITIONAL INFORMATION at the end of this document if necessary.

|  |  |  |
| --- | --- | --- |
| **EDUCATION** | | |
| **School or Program Name:** |  | |
| **City/Town, Zip:** |  | |
| **State/Territory/Province:** |  | |
| **Country:** |  | |
| **Degree/Level Attained:** |  | |
| **Completion Date (MM/YYYY):** |  | |
| **Major:** |  | |
| **Minor:** |  | |
| **GPA:** |  | **of GPA Max.:** |
| **Total Credits Earned:** |  | |
| **Semester or Quarter Credits?** |  | |
| **Honors:** |  | |

**Relevant Coursework, Licensures and Certifications**

(list the titles and completion month/year)

**Enter below:**

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| --- | --- | --- |
| **EDUCATION** | | |
| **School or Program Name:** |  | |
| **City/Town, Zip:** |  | |
| **State/Territory/Province:** |  | |
| **Country:** |  | |
| **Degree/Level Attained:** |  | |
| **Completion Date (MM/YYYY):** |  | |
| **Major:** |  | |
| **Minor:** |  | |
| **GPA:** |  | **of GPA Max.:** |
| **Total Credits Earned:** |  | |
| **Semester or Quarter Credits?** |  | |
| **Honors:** |  | |

**Relevant Coursework, Licensures and Certifications**

(list the titles and completion month/year)

**Enter below:**

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**OTHER INFORMATION**

**JOB RELATED TRAINING**

(list the titles and completion month/year of training courses relevant to the position)

**Enter below:**

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**ORGANIZATIONS/AFFILIATIONS**

(list the organization name and affiliation – member or position held)

**Enter below:**

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**PROFESSIONAL PUBLICATIONS**

(list any relevant professional journal articles or books you wrote that were published**)**

**Enter below:**

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**LICENSES AND CERTIFICATIONS**

(list the titles and most recent month/year of licenses or certifications relevant to the position)

**Enter below:**

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**AWARDS**

(list the name and month/year received for awards relevant to the position)

**Enter below:**

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**MILITARY AWARDS AND DECORATIONS**

(list highest awards and # of devices, such as medals and war zone deployment ribbons, but not common decorations such as weapons training, good conduct, etc.)

**Enter below:**

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**ADDITIONAL INFORMATION**

Add any additional relevant information here

**Enter below:**

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| --- | --- |
| **REFERENCES**  List up to 5 | |
| **Name:** |  |
| **Employer:** |  |
| **Title:** |  |
| **Phone:** |  |
| **Email:** |  |
| **Reference Type:** |  |

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| --- | --- |
| **Name:** |  |
| **Employer:** |  |
| **Title:** |  |
| **Phone:** |  |
| **Email:** |  |
| **Reference Type:** |  |
| **Name:** |  |
| **Employer:** |  |
| **Title:** |  |
| **Phone:** |  |
| **Email:** |  |
| **Reference Type:** |  |
| **Name:** |  |
| **Employer:** |  |
| **Title:** |  |
| **Phone:** |  |
| **Email:** |  |
| **Reference Type:** |  |
| **Name:** |  |
| **Employer:** |  |
| **Title:** |  |
| **Phone:** |  |
| **Email:** |  |
| **Reference Type:** |  |

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| --- | --- |
| **Name:** |  |
| **Employer:** |  |
| **Title:** |  |
| **Phone:** |  |
| **Email:** |  |
| **Reference Type:** |  |

**ADDITIONAL DOCUMENTATION**

Add any additional relevant information here

**Be sure to send in the following, if available:**

* **Additional versions of your current resume(s) (.doc format preferred)**
* **Enlisted Record Brief (ERB) (if applicable and available)**
* **Enlisted Performance Reports (EPRs), Officer Performance Reports (OPRs) and/or Performance Appraisals (PDFs please)**
* **DD-214 (if applicable)**
* **SF-15 (if applicable)**
* **VA Disability Letter (if applicable)**
* **Transcripts (if not already uploaded to USAJobs)**
* **1-3 job announcements that interested you**