

First Name Last Name

Mailing Address: 123 NW Street Rd., City, XX 12345

Telephone (mobile): 123-456-7890

Telephone (day): 098-765-4321

Email: emailaddress@domain.com

Citizenship: U.S. Citizen

Current Government Clearance: Agency – Level *(If applicable)*

Eligible for all USG Clearance Levels (including Top Secret), and for all USG Employment *(If applicable)*

Veteran Status: Not applicable

Willing to travel: domestic and overseas

Work Experience:

Organization: Organization Name

Position: Title

Location: 123 Boulevard Way, City, XX 12345

Duration: Month YEAR - Present

Supervisor: Their Name, Email@organization.com, (XXX) XXX-XXXX

Hours: Full time/Part Time - XX hours per week

Salary: \$80,000 per year

Duties, Accomplishments and Related Skills:

The level of experience—describe the duties and level of responsibility you had, for instance, whether you served as a project manager or a team member helps to illustrate your level of experience.

The amount of experience—use numbers to illustrate the number of people you managed, or the number of years you worked or managed.

Examples of relevant experience and accomplishments. Write your experience by matching your work experiences and accomplishments with language in the job announcement. Your experience needs to address every required qualification and prove that you can perform the tasks at the level required as stated in the job announcement.

Describe your experience.

List an accomplishment. For example: "Accomplished as measured by [Y], by doing [Z]."

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Education:

If currently enrolled list

info with expected completion date.

M.A. in INTERNATIONAL RELATIONS, UNIVERSITY (Month YYYY)
Town, XX

B.A. in COMMUNICATIONS, STATE UNIVERSITY (Month YYYY)
Town, XX

High School Name (Month YYYY)

Training/Certifications:

Training/Certification Title – MM/YY – Hours to complete/CEU's

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Awards:

- This list should include awards or certificates of appreciation (with dates) that might be included in your HR file or from external organizations for your field.

-Include a brief description of your contributions as part of noting what you were awarded or recognized for.