**Your Name**

Address, City, State

Email address | Phone number

**JOB INFORMATION**

**Announcement Number**:

**Position Title**:

**Pay scale & grade**:

**Citizenship**:

**Veterans’ Preference**: Yes or No

**Highest GS Grade**:

**Security Clearance**:

**EDUCATION**

Name of Institution, City, State

**Full name of your degree**  Expected graduation: Month 20##

**Minor in (name of minor if you have one—delete line if not)**

GPA: 3.9 on 4.0 scale | Credits Earned: 128 | Wildcat Excellence Award

**WORK EXPERIENCE**

*Position Title* Month Year – Month Year

Organization Name, City, State Hours per week: ##

Supervisor: Supervisor Name, Supervisor phone number Pay/Salary: $##/hr or $##,###

Permission to contact: Yes or No

Provide a general overview of your position that focuses on the relevant transferrable skills used. The more skills that you can match from the position posting, the better.

* Bullet points of your more specific responsibilities written in APR format: Action + project + result. Include numbers when you can to define your accomplishments.
* Another bullet point
* Another bullet point

**LEADERSHIP EXPERIENCE**

*Position Title* Month Year – Month Year

Organization Name, City, State Hours per week: ##

Supervisor: Supervisor Name, Supervisor phone number Pay/Salary: $##/hr or $##,###

Permission to contact: Yes or No

Provide a general overview of your position that focuses on the relevant transferrable skills used. The more skills that you can match from the position posting, the better.

* Bullet points of your more specific responsibilities written in APR format: Action + project + result. Include numbers when you can to define your accomplishments.
* Another bullet point
* Another bullet point

*Position Title* Month Year – Month Year

Organization Name, City, State Hours per week: ##

Supervisor: Supervisor Name, Supervisor phone number Pay/Salary: $##/hr or $##,###

Permission to contact: Yes or No

Provide a general overview of your position that focuses on the relevant transferrable skills used. The more skills that you can match from the position posting, the better.

* Bullet points of your more specific responsibilities written in APR format: Action + project + result. Include numbers when you can to define your accomplishments.
* Another bullet point
* Another bullet point

**SKILLS**

* **Technical skills**: List your most relevant technical skills (anything to do with a tool or technology) here, separating each one with a comma.
* **Professional skills**: List your most relevant transferrable skills here. View internship/job descriptions to see how companies describe these skills and use that language here.