Federal Resume Template

First Name Last Name

permanent address/City, State zip code
iuemail@indiana.edu/(XXX) XXX-XXXX
LinkedIn URL

Citizenship:
Veterans Preference: Yes/No
Selective Service Registration Status (if applicable):
Highest GS Grade:
Security Clearance:

EDUCATION

Indiana University, Bloomington, IN   **(Expected) Month Year**
O'Neill School of Public and Environmental Affairs
Master of Public Affairs, GPA X.XX on a 4.00 scale, 60 Credit Hours
    Concentration:
Honors & Awards:
    XYZ Fellowship
    XYZ Recognition

Graduate Course Work:
    Public Program Evaluation   Statistical Analysis for Effective Decision Making
    Public Program Management and Contracting   Proposal Development & Grant Administration

Undergraduate Institution, City, State Abbreviation   **Month Year**
Degree Name, GPA XXX on a 4.00 scale, XX Credit Hours
    Major: Concentration (if applicable):
    Minor:
Honors & Awards:
    Dean's List (Fall 2019, Spring 2020)
    XYZ Scholarship

PROFESSIONAL EXPERIENCE (Can rename to specify the type of experience)

Name of Agency or Company 1, City, State   **Month Year – Month Year**
Position Title   Salary (i.e. $17 per hour)
Supervisor: First Name Last Name, (Email or phone number)   Time (i.e. 40 hours per week)
Permission to Contact: Yes (Optional)
Duties:
- Action Verb + project/task + result
- Action Verb + project/task + result

Accomplishments:
- Action Verb + project/task + result (qualify and quantify specifics)
- Action Verb + project/task + result (qualify and quantify specifics)

Name of Agency or Company 2, City, State   **Month Year – Month Year**
Position Title 2   **Month Year – Month Year**
Supervisor and contact information   Salary (i.e. $40,000 per year)
Permission to Contact: Yes (Optional)   Time (i.e. 35 hours per week)
Duties:
- Action Verb + project/task + result)
- Action Verb + project/task + result

Accomplishments: (if applicable)
- Action Verb + project/task + result (qualify and quantify specifics)

- Action Verb + project/task + result (qualify and quantify specifics)

Position Title 1   **Month Year – Month Year**
Supervisor and contact information (if different)   Salary (i.e. GS 07 Step 1)
Permission to Contact: Yes (Optional)   Time (i.e. 20 hours per week)
Duties:
- Action Verb + project/task + result
- Action Verb + project/task + result

Accomplishments: (if applicable)
- Action Verb + project/task + result (qualify and quantify specifics)
- Action Verb + project/task + result (qualify and quantify specifics)

Name of Agency or Company 3, City, State   **Month Year – Month Year**
Position Title   Salary (i.e. Unpaid)
Supervisor: First Name Last Name, (Email or phone number)   Time (i.e. 40 hours per week)
Permission to Contact: Yes (Optional)
Duties:
- Action Verb + project/task + result
- Action Verb + project/task + result

Accomplishments:
- Action Verb + project/task + result (qualify and quantify specifics)
- Action Verb + project/task + result (qualify and quantify specifics)

VOLUNTEER EXPERIENCE (optional- rename if applicable (i.e. Community Service Experience))

Name of Agency or Company 1, City, State   **Month Year – Month Year**
Position Title   Time (i.e. 20 hours per month)
Supervisor: Name and contact information (if applicable)
Permission to Contact: Yes (Optional)
- Action Verb + project/task + result (qualify and quantify specifics)
- Action Verb + project/task + result (qualify and quantify specifics)

Name of Agency or Company 2, City, State   **Month Year – Month Year**
Position Title   Time (i.e. 5 hours per week)
Supervisor: Name and contact information (if applicable)
Permission to Contact: Yes (Optional)
- Action Verb + project/task + result (qualify and quantify specifics)
- Action Verb + project/task + result (qualify and quantify specifics)

TRAININGS AND CERTIFICATIONS

Certification in (title of certification)   **Completed: Month Year**
Organization or affiliation

Certification in (title of certification)   **Completed: Month Year**
Organization or affiliation

EXAMPLE: Certification in Seed Collection & Plant Identification   **Completed: June 2022**
Pollinator Partnership

EXAMPLE: Hostile Environment and Emergency First Aid Training   **Completed: March 2022**
Global Journalist Security

EXAMPLE: Training in Itemizing Federal Taxes   **Completed: August 2019**
National Association of Tax Professionals

EXAMPLE: Structured Decision Making   **Completed: May 2019**
Indiana University Course SPEA-R 643: Natural Resource Management and Policy

TECHNICAL SKILLS / LANGUAGES/ SUMMARY OF SKILLS
These are examples provided as a reference as you write your own. Only include those relevant to the job listing
Proficient in ArcGIS Pro, RStudio, Python, SQL, SAS, and MatLab
Spanish (Conversational)
French (Fluent)

PUBLICATIONS AND PRESENTATIONS (IF APPLICABLE)
These are examples provided as a reference as you write your own. Include those relevant to the job application
Name of publication in APA format. Include published works as well as works submitted for publication.

Stacia S. Ryder & Patrick Devine-Wright (2021) Environmental justice implications and conceptual advancements: community experiences of proposed shale gas exploration in the UK, Environmental Politics, DOI: 10.1080/09644016.2021.1996728

Griff, I.T., Jones, R.J., Kyle, P.A., Sanders, D.A., and Science, J.A., (2008) Green Energy Implications for South Texas: Renewal Energy Forms Case Study. Environmental Case Studies. 184(3), 332-5.

Name of presentation. name of conference, date of presentation

"Building Key Performance Indicators to Measure Consumer Behavior and Energy Use among Rural Indiana Cooperatives", National Environmental Justice Conference, Washington DC, 2020