

FIRST NAME LAST NAME

123 Namey Street, Apt #, City, ST ZIP | Email Address | Phone Number | LinkedIn URL

CITIZENSHIP: (Yes or No, Work Visa)

SPECIAL HIRING AUTHORITY: (Veteran preference or Person with Disability - Schedule A)

FEDERAL EXPERIENCE: (Yes or No and Indicate Military, Federal or State Gov)

CLEARANCE: (Indicate what level and if it's still active)

OBJECTIVE

To obtain a full time position in public service with (Indicate the federal Agency and sub Agency) as a (Indicate the position including announcement Number if there is one)

SUMMARY OF QUALIFICATIONS (these are examples below; please put in your own information)

(1st Element: The introductory paragraph - Must be specific and highly detailed for each job series and position you're applying to. You need to outline all the specific skills you have that are directly related to the position you are seeking, including Key Words identified in the positions description.)

Put your paragraph here.

(2nd element – summary of skills obtained throughout career)

Example:

Research: Legal case research via Westlaw and LexisNexis databases, health policy research via Proquest Congressional

Quantitative: Data analysis and data visualization using SPS, Tableau, and Excel

Project coordination: Planning and coordinating, compiling data, tracking status, and managing details

Program development: Nonprofit grant writing and budget analysis

Writing and editing: Reports, correspondence, academic, web/social media content, newsletter content

Languages: Bilingual (English & Spanish), proficient in American Sign Language

Technical: Java, Tableau, SPSS, Microsoft Suite -Word, PowerPoint, Excel; Keyboard 50 wpm

EDUCATION

University of Tampa, Tampa, FL

Month Year – Month Year

Bachelor of Art/Science in Major

GPA: 4.0

Minor:

Relevant Coursework: Inequality, Health and Health Care Systems, Sociological Research Methods, Critical Perspectives in Global Health, Epidemiology, Economics of Health and Healthcare, Issues in American Public Health, Health, Education and Work in Latin America

EXPLORE

EXPERIENCE

ACHIEVE

The Pillars of [Spartan Ready](#)® equip students with life, career, and digital skills that drive success in academics, the workplace, and beyond.

The University of Tampa | Office of Career Services | SFB 117 | Hireut@ut.edu | 813-253-6236 | ut.edu/career

EMPLOYMENT HISTORY (the bullets below are examples of what you can use)

Name of Employer

Month Year – Month Year

Position Title

Street Address, City, ST

Supervisor: Jane Doe, (555) 555-5555, may be contacted Hours: 20/week, Salary: \$15/hour

- **RESEARCH & ANALYSIS**
 - Conducted background literature research for a study about domestic health insurance options for use in white paper and comprehensive policy report for the institute.
 - Compiled statistical data on health indicators in the local area and utilized SPSS to analyze data.
 - Created publication-ready tables summarizing findings from a youth health survey.
- **WRITING & EDITING**
 - Co-wrote and edited a biweekly digital newsletter to 1,000+ subscribers about issues and events related to health policy.

ADDITIONAL TRAINING

Name of Training, Location of Training, Date(s), Amount of Hours

Example: MBTI Training, Washington, D.C., 2023, 60 hours.

VOLUNTEER & COMMUNITY EXPERIENCE

Princeton American Sign Language Club, Princeton, NJ, September 2019 - present

Blue Springs High School Peer Mentor, Washington, D.C., August 2016 - May 2018

Blue Springs Soup Kitchen Server, Washington, D.C., October 2016 - December 2017

AWARDS

Award Name, Month Year

CERTIFICATIONS

Certification Name, Date Obtained: Month Year, Expires: Month Year

AFFILIATIONS & PROFESSIONAL ASSOCIATIONS

Name of Organization, Title, Dates Affiliated

REFERENCES (List 3 references and their contact information)

Name of Reference, Reference Job Title, Reference Organization, Relationship to You, Years Known, Phone Number, & Email Address

*Information in this guide derived from USA Jobs website, sec.gov website, and the Center for Career Development at Princeton University

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