

ABRAHAM LINCOLN

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Country of Citizenship: United States of America
Veterans' Preference: No
Highest Grade: GS-02-07, 06/20XX-08/20XX

Availability: Job Type: Permanent, Temporary, Recent Graduates
Work Schedule: Full Time

Desired Locations: US-DC-Washington/Metro
US-VA-Arlington
US-VA-Alexandria

Work Experience: **Department of State (Educational and Cultural Affairs)** Washington, DC US **9/20XX – 8/20XX**
Grade Level: 02
Hours per week: 40

Public Affairs Assistant
Supervisor: John Smith (XXX-222-2222)
Okay to contact this Supervisor: Yes

- Supervised ten contractors on communications, ensured project was delivered on time and budget
- Contacted and pitched media for program publicity resulting in four newspaper articles and two interviews
- Researched public affairs best practices in private sector and government, resulting in five adopted measures that improved agency performance
- Facilitated biweekly team meetings and conducted monthly diversity training presentations for twenty to thirty internal staff members
- Participated in team brainstorm sessions to analyze organizational problems and improve efficiency

Department of State (Educational and Cultural Affairs) Washington, DC US **9/20XX – 8/20XX**
Grade Level: NA
Hours per week: 20

Intern
Supervisor: John Smith (XXX-222-2222)

Okay to contact this Supervisor: Yes

- Wrote fifteen articles about foreign education initiatives in Bureau newsletter and press releases
- Drafted twenty memoranda for the Undersecretary of State
- Assembled financial and budget information for use in Educational and Cultural Affairs internal materials
- Assisted with administrative tasks such as filing documents and organizing meeting logistics

Comment [EM1]: The General Schedule (GS) is the predominant pay scale for federal employees, especially employees in professional, technical, administrative or clerical positions.

Comment [EM2]: Don't forget to include past salary or GS Level

Comment [EM3]: Include the number of hours works per week

Comment [EM4]: Great way to highlight subject area expertise

Comment [EM5]: Note: do not use abbreviations, write out Educational and Cultural Affairs not ECA

U.S. Consulate (Department of State)
Madrid, Spain

6/20XX – 8/20XX
Grade Level: NA
Hours per week: 45

Political and Economic Section Intern, NA

Supervisor: Jane Doe (XXX-111-1111)

Okay to contact this Supervisor: Yes

- Researched and wrote five regional economic and political briefs for US Ambassador’s Madrid consulate district visits
- Compiled ten briefs with fifteen professionals in regional chambers of commerce, banks’ nongovernmental organizations, and government offices to compile briefs enabling a shared understanding of material
- Synthesized information from external research and interviews
- Provided administrative support through sorting mail, filing document, and answering multi-line phone system
- Utilized Spanish language skills and political and cultural knowledge in a variety of settings

ABC Afterschool Program
Philadelphia PA US

9/20XX-4/20XX
Salary: 15 USD per Hour
Hours per week: 40

Program Coordinator

Supervisor: John Doe (XXX-000-0000)

Okay to contact this Supervisor: Yes

- Developed and monitored program goals and policies resulting in the highest recorded performance in ten years
- Oversaw three mentoring programs in limited resource communities to promote a safe and healthy youth development
- Recruited, trained, and managed twenty-five adult mentors and twenty youth
- Developed marketing and training materials for use in programs and mentoring initiatives
- Wrote and managed two program grants, hired three outside contractors for grant implementation
- Coordinated ten minute, weekly presentations on mentoring initiatives
- Communicated daily in Spanish with program participants and their families

Education:

B.A., (May 20XX), Marble House College, Philadelphia, PA 19019 US

35 Semester Hours

GPA: 3.50 out of 4.0

Major: Economics, Spanish Language (double major)

Relevant Coursework, Licenses and Certifications:

Macro Economics, Micro Economics, Statistics, Public Policy Process

Language Skills:

English

Spoken: Advanced

Written: Advanced

Read: Advanced

Spanish

Spoken: Advanced

Written: Advanced

Read: Advanced

Comment [EM6]: Federal Resumes require you to include # of semester hours to ensure eligibility

Affiliations: National Spanish American Foundation Member (20XX – present)

References:
Name: George Washington
Employer: Marble House University
Title: Professor, Spanish Language
Phone Number: XXX-333-3333
Email Address: g washington@pastpresidents.org
Reference Type: Personal

Name: James Madison
Employer: Department of State
Title: Director of Foreign Affairs
Phone Number: XXX-444-4444
Email Address: jmadison@pastpresidents.org
Reference Type: Professional

Additional Information:

Skills:

- Grant writing experience (awarded “Dream Catchers Award” by Community and Recreation Services, Delaware County Government, Dec. 20XX)
- Regional expertise in Balkan, Post-Soviet, and Western European political issues (Including extensive regional travel)
- Proficient in Microsoft Office programs (Word, Excel, PowerPoint, Outlook)

Comment [EM7]: Use this section to highlight relevant class projects, volunteer work, and other leadership roles that may not be on your private sector resume

Comment [EM8]: Be specific in the programs you are proficient in

Class Projects

Western European Economy: Then and Now, April 20XX

- Completed a seventy-five page capstone paper including in depth economic analysis of past and present financial concerns of Western Europe
- Conducted research on historical implications of changes in economic wealth in Western Europe
- Presented research in a twenty-slide PowerPoint to fifty students and ten staff in the economics department

Leadership and Service Roles:

Tri-College Institute, **Diversity Workshop Facilitator**, Oct 20XX-May 20XX

- Developed twelve forums for dialogue between diverse student groups
- Built five partnerships between student groups through cultural programming

Marble House Business Society, **President**, Sept. 20XX-May 20XX

- Recruited four executive committee members, planned meetings
- Managed a membership base of 40+ students
- Organized club involvement in business related workshops/events

Tucker Recreation Association, **Basketball Coach**, Nov. 20XX-Feb. 20XX

- Taught twelve, ten-year-old boys the fundamentals of basketball, sports ethics, and mental focus
- Coordinated travel logistics for away competitions

Habitat for Humanity, **Volunteer**, New Orleans, LA, March 200X

- Contributed to rebuilding a home in St. Bernard Parish, New Orleans

Other Roles at Marble House College:

War News Radio, **Weekend Co-Host**, Aug 20XX-May 20XX

- Recruited executive committee members, planned meetings
- Managed a membership base of 40+ students

Spanish Department, **Representative**, Sept. 20XX-May 20XX

- Represented 100+ students at language department meetings
- Partnered with a local high school to plan and execute an hour long Spanish song and dance course of thirty students