

REQUIRED RESUME FORMAT

Name: First MI Last (Provide your name and SSN at the top of each page)

Social Security Number: (**No Spaces or Dashes**)

Candidate source: (**EXTERNAL**)

Mailing Address:

Home Phone Number:

Work Phone Number (Commercial):

Email Address: (Do not underline email address)

EXPERIENCE SUMMARY:

- Include in this portion of your resume a summary of skills you possess, describing them in a few words
 - Emphasize those skills you possess in occupations which you are interested in promotion, reassignment or change to lower grade (e.g., Budget Officer, Aircraft Engine Mechanic, Personnel Specialist)

EXPERIENCE:

Enter the following information beginning with your most recent employment

- Start and End Dates (month and four-digit year)
- Hours Per Week (If less than 40 hours)
- Position Title, Pay Plan, Series, and Grade (if Federal civilian position, otherwise, show military rank after position title, if appropriate)
- Organization name (agency or company) and complete mailing address
- Supervisor's name and phone number
- (LEAVE BLANK LINE)
- Provide a brief description of experience including the following:
 - If experience describes a Federal civilian position at different grade levels, include month and year promoted to each grade
 - Indicate if temporary promotion or detail
 - Describe your experience with specific words rather than vague descriptions
 - Include all major tasks
 - Any systems you worked with or on, specific software programs you used
 - Any regulations, directives, technical orders, instructions etc., you have worked with, implemented, researched or developed
 - Any special tools and equipment used
 - Types of aircraft and/or specialized machinery you worked with
 - Any special programs you may have managed
 - If applicable, number of employees supervised and whether position was as 1st or 2nd level supervisor
 - If applicable, any acquisition duties (Indicate percentage of time spent on acquisition duties)

FORMAL EDUCATION:

- For each educational level/degree list type of degree, field of study, name of school, year awarded
- It may be beneficial for qualifications purposes to indicate your GPA and total semester or quarter hours earned

EDUCATIONAL COURSE WORK:

- Complete the following education information **ONLY IF** you are documenting courses that may satisfy the minimum education requirements for the types of positions for which you are applying
- List all courses you completed (including those failed) that are directly related to the types of positions for which you are applying. List graduate and undergraduate courses separately. Provide information for each course within the appropriate academic field (e.g., biology, mechanical engineering, economics, and sociology). Include the descriptive title and course code, completion date, grade, number of semester, quarter or classroom hours (for education completed at business, secretarial, technical school or military schools) and graduate and undergraduate classes

SPECIALIZED TRAINING:

- List completed training courses you consider valuable and relevant to your career goals. Include dates and length of training. List Military Specialty Codes, if applicable

LICENSES/CERTIFICATES:

- List professional licenses and certificates and date certified. Include the state if applicable. Some essential certificates to list are:
 - All Acquisition Professional Development Program (APDP) certification levels obtained
 - Contracting-related certification level required for your current Department of Defense (DOD) position
 - Fire Fighters and Emergency Service certification or pre-certification for all position levels for which you are applying

AWARDS:

- List any honors, awards and special accomplishments achieved, and dates received

OTHER INFORMATION:

- List other relevant information [Professional memberships in professional/honor societies, professional publications, language proficiencies (non-English) in which you have near-native fluency, leadership activities, public speaking, typing, or stenography proficiencies]
- Highest civilian permanent grade held (Include from and to dates)

**FOR FURTHER ASSISTANCE AND ILLUSTRATION OF PROPER RESUME FORMAT SEE "SAMPLE"
RESUME - ATTACHMENT 2**

NOTE: Submission of a resume and supplemental data certifies that to the best of your knowledge and belief, all of the information you claim is true, correct, complete and made in good faith. You understand that false or fraudulent information could result in termination of Federal employment, and may be punishable by fine or imprisonment.

EXTERNAL APPLICANT

SUPPLEMENTAL DATA:

- Include the information below on a **Separate Continuation Sheet**
- Resumes cannot be processed without answers to all the following questions
- DO NOT retype questions - Submit numbered answers only
- Include Name (First) (MI) (Last) and Social Security Number at the top of the page

<u>Questions</u>	<u>Answers</u> <u>Sample Resume Format</u>
1. Candidate Source under which you are applying: (External)	1. External
2. Basis for your eligibility: (STEP)	2. STEP
3. Date of Birth (MM/DD/YYYY)	3. 01/01/1957
4. Are you a citizen of the United States?	4. Yes
5. Have you ever served active duty in the military other than active duty for training?	5. Yes
a. List all dates of service, campaign badges/medals and type of discharge (MM/DD/YYYY)	a. 09/15/1974 to 09/14/1977 10/22/1977 to 11/01/1995 Honorable
b. Are you retired from active duty military service? If so, please provide rank and date of retirement (MM/DD/YYYY)	b. Yes, MSgt, 11/01/1995
6. Do you claim veterans' preference for hiring? If yes, choose appropriate category: 2 = 5 point; 3 = 10 point/disability; 4 = 10 point/compensable; 5 = 10 point/other; 6 = 10 point/30% or more disabled	6. Yes, 2
7. Were you ever a Federal Civilian Employee? If so, was it a Career, Career-Conditional, Term, Temporary, or Excepted appointment (list all that apply)	7. Yes, Career
a. Are you currently a permanent Federal Civilian Employee? If so, which agency?	a. Yes, Dept of the Army
b. Please indicate the highest pay plan and grade held on a permanent basis. List to and from dates.	b. WG-10, 11/14/1995 to 08/31/1999
c. Have you ever received a Voluntary Separation Incentive? If so, when? (MM DD YYYY)	c. No
d. Have you completed a supervisory or managerial probationary period?	d. No
8. How many words per minute can you type?	8. 45 words per minute
9. How many words per minute can you take dictation?	9. 0 words per minute
<u>Optional - Statistical Information Only</u>	
10. Male or Female?	10. Male
11. Race and/or National Origin A-American Indian or Alaskan Native; B-Asian or Pacific Islander; C-Black not of Hispanic origin; D-Hispanic; E-White not of Hispanic origin; F-Asian Indian; G-Chinese; H-Filipino; J-Guamanian; K-Hawaiian; L-Japanese; M-Korean; N-Samoan; P-Vietnamese; Q-All other Asian or Pacific Islanders; Y-Not Hispanic in Puerto Rico	11. C

Validating Documentation
DO NOT SUBMIT WITH RESUME

EXTERNAL applicants must provide the requested validating documentation within 5 working days of employment offer. All job offers are contingent upon receipt and validation of the required supporting documents (as applicable):

- DD-214 documenting final military separation. If currently on active duty, and within 120 days of separation, submit documentation from your military personnel office verifying retirement/separation date and type of discharge
- SF-15, Application for 10-Point Veterans' Preference, if claiming 10-pt employment preference. Must also include VA letter dated within 1 year
- Most current SF-50 documenting competitive status
- SF-50s verifying completion of 52 weeks of creditable overseas service for family members applying under EO 12721
- Documentation of 1 year of NAFI/AAFES service for nonappropriated fund employees applying under NAF Portability
- Certification statement dated within the last year from a State Vocational Rehabilitation Service, Department of Veterans Affairs or Gallaudet College, if applying under the Employment program for People with Disabilities
- Proof of Interagency Career Transition Assistance Plan (ICTAP) eligibility for current or former employees displaced from non-DOD agencies
- College transcripts for students or positions with positive education requirements
- Letter from counselors/registrar verifying student status for employment under the Student Employment Programs

VETERANS

To determine your eligibility for Veterans' Preference, the Department of Labor has developed an Expert Advisor System to answer questions regarding employee eligibility, employee job entitlements, benefits, and remedies under Veterans' Preference. The Internet address for the Veterans' Preference Advisor is <http://www.dol.gov/dol/vets/public/programs/programs/preference/main.htm>

Who Is Entitled To Veterans' Preference in Employment?

(State employment service offices have veteran representatives available to assist veterans in gaining access to this information.)

TYPES OF PREFERENCE

5 Point Preference is given to those honorably separated veterans (an honorable or general discharge) who served on active duty (other than active duty for training) in the Armed Forces:

- During any war (this means a war declared by Congress, the last of which was World War II);
- During the period April 28, 1952, through July 1, 1955;
- For more than 180 consecutive days, any part of which occurred after January 31, 1955, and before October 15, 1976;
- During the Gulf War period beginning August 2, 1990, and ending January 2, 1992; or
- In a campaign or expedition for which a campaign medal has been authorized, such as El Salvador, Grenada, Haiti, Lebanon, Panama, Somalia, Southwest Asia, and Bosnia

Medal holders or Gulf War veterans who originally enlisted after September 7, 1980, or entered active duty on or after October 14, 1982, without having previously completed 24 months of continuous active duty, must have served continuously for 24 months or the full period called or ordered to active duty. At least one day of service must have occurred during the period beginning August 2, 1990 and ending January 2, 1992 to be eligible for preference for Gulf War service. Applicants who served on active duty exclusively after these dates would have to be in receipt of a campaign badge or expeditionary medal.

10 Point Disability Preference is given to those honorably separated veterans who:

- Qualify as disabled veterans because they have served on active duty in the Armed Forces at any time and have a present service-connected disability or are receiving compensation, disability retirement benefits, or pension from the military or the Department of Veterans' Affairs;
- Are Purple Heart recipients

10 Point Compensable Disability Preference is given to those honorably separated veterans who:

- Served at any time and who have a compensable service-connected disability rating of at least 10 percent but less than 30 percent

10 Point 30 Percent Compensable Disability Preference is given to those honorably separated veterans who:

- Served at any time and who have a compensable service-connected disability rating of 30 percent or more

10 Point Other (Derived) Preference is given to:

- The spouse of a veteran unable to work because of a service-connected disability;
- The unmarried widow or widower of certain deceased veterans; and
- The mother of a veteran who died in service or who is permanently and totally disabled

Note 1: Effective October 1, 1980, military retirees at or above the rank of major or equivalent are not entitled to preference unless they qualify as disabled veterans.

Note 2: Reservists who are retired from the Reserves but are not receiving retired pay are not considered "retired military" for purposes of veterans' preference.

RUSSELL P. SQUINTMEYER
123456789
Candidate Source: External
123 SPRING LANE
EUPHORIA, TX 75555
Home Phone Number: (706) 555-1234
Work Phone Number: (706) 555-1234
Work Phone Number: (DSN): 976-1234
Email: Rpsquint@telcom.net

ANNOUNCEMENT NUMBER: 999555EXT

EXPERIENCE SUMMARY:

Service Manager; Office Manager; Office Machine Repairer; Field Representative, Maintenance Mechanic; Optical Instrument/Fire Control Repairer; Electronic Integrated Systems Mechanic; Aircraft Systems Specialist; Missile Systems/Ordnance Technician.

EXPERIENCE:

JUL 1998 to MAY 1999

Avionics Sensors Maintenance Apprentice Tech Sergeant (TSGT), E6
Dept. of the Air Force, 919th Special Opns Wing, 100 Eagle St, Eglin AFB (Duke Field), FL 76502
Jack Smith, DSN 976-1234

Air Force Specialty Code (AFSC) is 2A111. I just returned in May 1999 from the 7-month Avionics Sensor Maintenance school in Texas/Oklahoma, which I successfully completed. From Feb 1989 to Feb 1995, I was a reservist with the Air National Guard, 187th Tactical Fighter Group, Montgomery, AL. My rank was TSGT. My AFSC was 46270 (Integrated Fire Control Systems - 7 level qualified). Supervisor was SMSGT Tim Byrd. I used electronic theory to troubleshoot, repair and inspect armament systems on the F-16 Aircraft to include bombs, bomb racks, missile systems and stores management systems; used test equipment such as digital multimeters, 50-60 testers and 5001501 test sets. Completed a 12-month correspondence course on theory, repair and maintenance; designated as alternate Training NCO. From Jan 1981 to Jan 1988 & Mar 1996 to Jun 1998, I was a reservist with the U.S. Army National Guard, 900th Maintenance Company, Phoenix City, AL. My Rank was SSG. From 1981-1988, my Military Occupational Specialist (MOS) was 41C (Optical Instrument Repairer/Fire Control Technician). From 1996-1998, my MOS was 45-K (Integrated Ordnance Systems Mechanic). I worked with TOW systems, TTS/laser systems, Howitzers, M60/M1 Tanks and supporting systems; used digital multimeters, breakout boxes, DSETS, hand, power tools, etc.

FEB 1995 to JUN 1998

Electronic Integrated Sys Mechanic, WG-2610-12
Department of the Army, Directorate of Logistics, 505 C Street West, Ft. Benning, GA, 78901
Mr. Fred Jones, (706) 555-1234

Performed DS/GS repair and maintenance on M109, M110, M119 Howitzers; MEOA3, M1A2 Tanks; M901, M981 Improved Tow Vehicle; Bradley M2M Infantry Fighting Vehicle; repaired integrated systems to include optics, electronics, range finding, targeting, computer and laser range finders; performed testing and verification on various types of electronic equipment using DSETS and General Purpose Interface Assembly(GIPA)test stations; provided range support during firing missions; performed Depot repairs on equipment using the Fix-Forward and Special repair Activity (SRA)concepts. Performance of these Depot repairs on-site led to savings of approximately \$100,000.

Russell P. Squintmeyer
123456789

DEC 1993 to FEB 1995

Electronic Integrated Sys Mechanic, WG-2610-12

Department of the Army, Directorate of Logistics, 505 D Street West, Ft. Benning, GA 78901

Mr. Roger That, (706) 555-1234

Certified as Land Combat Support System (LCSS) Test Station technician; tested and verified missile systems, tracker Systems and various electronic equipment; performed additional electronic technician duties; three suggestions submitted on the revision of maintenance procedures were adopted by U.S. Army, Training and Doctrine Command (TRADOC) and two others adopted were implemented at Installation level which resulted in a savings of over \$50,000.

JAN 1984 to DEC 1993

Optical Instrument/Fire Control Repairer, WG-3306-11

Department of the Army, Directorate of Logistics, 505 C Street West, Ft. Benning, GA 78901

Mr. Fred Jones, (706) 555-4567

Repaired equipment to include TTS and laser range finders; repaired and installed ordnance systems on M110, M109 Howitzers; M60A3, MIA2 Tanks; M901, M981 Improved Tow Vehicles; used voltmeters, multimeters, oscilloscopes, cable test sets, TTS test sets, test consoles, breakout boxes, field test sets, DSETS and computer sets; checked circuits on TTS, laser range finders, gunners, control units, electronic units and computers; responsible for the layout of all work which required me to order parts, make repairs, modifications, test and make final inspections; used wiring diagrams, schematics, sketches and blueprints. These systems were mechanical electronic, mechanical hydraulic, electronic hydraulic and hydraulic pneumatic. Due to a personnel vacancy, I performed the duties of the Electronic Integrated Systems Mechanic (WG-12) for approximately one year.

SEP 1980 to JAN 1984

Office Appliance Repairer, WG-4806-09

Department of the Army, Directorate of Logistics, 505 C Street West, Ft. Benning, GA 78901

Mr. Fred Jones, (706) 555-4567

Serviced all office machines and equipment; maintained and inspected equipment; used multimeters, oscilloscopes and other test equipment daily; required to troubleshoot equipment, make repairs and final adjustments; modified all types of machinery and equipment which consisted of Electro-mechanical and electronic repairs. Due to a personnel vacancy, I performed the duties of the Quality Assurance Inspector (WG- 10) for approximately four months. From July 1975 to July 1977 (while active duty Army) I worked in the same shop. I was assigned to 36th Engineer Group and attached to Directorate of Logistics. My rank was Sergeant (Promotable) and my MOS was 41B (Office Machine Repairer). I serviced all office machines and equipment for the Directorate and provided repair support for other Directorates; serviced, maintained and inspected all types of office machines and equipment; used multimeters, oscilloscopes and other test equipment daily; modified all types of machinery and equipment which consisted of Electro-mechanical and electronic repairs.

Russell P. Squintmeyer
123456789

AUG 1978 to SEP1980

Field Representative

Brownell Electro, 12 Main Street, Mobile, AL 12234

Roger Smith, (314) 471-2230

Position required me to travel over a four-state area. Conducted technical seminars on the use, assembly and proper installation of various electronic equipment and systems; was responsible for demonstrating, representing and providing applications for test equipment to include ammeters, signal generators, oscilloscopes, digital controllers, decade boxes, megohmmeters, tachometers, frequency counters, multimeters, temperature testers, transistor testers and voltmeters. Assessed the customers needs as to system designs and essential products needed; used theory of electronics to design photo-electric systems, batching and totalizing systems, controlling Systems, switching systems, digital processing Systems, high-speed counting systems and motor control systems; demonstrated tools, equipment and their use to customers.

FORMAL EDUCATION:

H.S. Diploma, General Studies, Theodore High School, Theodore, Alabama, Jun 1967

Associates Degree, Criminal Justice, Troy State University, Columbus, Georgia, Nov 1982

I have also completed 65 quarter hours towards my BS degree

SPECIALIZED TRAINING:

USAF, Avionics Sensor Maintenance, Oct 1998 to May 1999, 7 months

Dept of Army (DA), Aviators Night Vision, AN/AV-S6, 1 Nov 1992 to 10 Nov 1992, 64 Hrs

US Army Ordnance Center, Land Combat Support System, Jan 1994 to Apr 1994, 508 Hrs

USAF, F16 Aircraft, 34AMF462X0-151, 3 Jun 1989- 5 Jun 1989, 23 Hrs

USAF, F16 Aircraft, C/D J4AMF462x0-195, 15 Jun 1991 to 24 Jun 1991, 54 Hrs

USAF, Supervisors EST course, 34ASF75000-34, 1 Jun 1995 to 2 Jun 1995, 12 Hrs

DELTAK, Electronics-Electronic Math/DC program, 12 Nov 1995 to 16 Nov 1995, 40 Hrs

LICENCES/CERTIFICATES:

None

AWARDS:

Dept of Army, Exceptional Performance, Jun 1998

Dept of Army, Exceptional Performance, Sep 1997

Dept of Army, Special Act/Service Awards, Oct 1996

Dept of Army, Exceptional Performance, Sep 1995

Dept of Army, Suggestion Awards, Mar 1994 and Jun 1994

OTHER INFORMATION:

Typing Proficiency of 45 WPM

Highest civilian permanent grade held: WG-12, 12/13/1993 to 6/12/1998

SAMPLE- EXTERNAL APPLICANT ONLY

SUPPLEMENTAL DATA:

Russell P. Squintmeyer
123456789

1. External
2. STEP
3. 01/01/1957
4. Yes
5. Yes
 - a) 7/15/1975 to 7/14/1977, Honorable
 - b) No
6. No
7. Yes, Career
 - a. No
 - b. WG-12, 12/13/1993 to 6/12/1998
 - c. No
 - d. No
8. 45 WPM
9. 0 WPM
10. Male
11. C