

**First and Last Name**

Address

Town, State and Zip Code

Email Address

Phone Number

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**Commented [SK1]:** A Federal Resume should be 2-5 pages

Social Security #: (Remove from resume when attending public networking events or job fairs)

Citizenship: USA

Veterans Preference: "Yes" or N/A

Federal Civilian Status:

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Objective: To obtain a full-time position in public service with (Indicate the Federal Agency and Department) as a (Indicate the position, including the announcement or vacancy number, if available)

Employment History:

Name of Employer	Location	Time period of service
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Position & Title	Salary or Hourly pay and Hours per week
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Education:

Relevant Coursework:

Additional Experience:

Volunteer Work and Community Involvement:

Professional Associations:

Activities:

Skills:

Certifications:

Honors and Awards: