

Required Resume Format Instructions

Name: First MI Last (Do not provide your name and SSN at the top of each page – Do not place in document header)

Social Security Number: 111-22-1111(**Include Dashes**)

Candidate source: (External **OR** Internal)

Mailing Address:

Home Phone Number:

Work Phone Number (Commercial):

Work Phone Number (DSN):

E-mail Address: (Do not underline e-mail address)

Address the types of Knowledge, Skills and Abilities (KSAs) for positions you are interested in within the content of the experience block. Do not use separate pages to address the KSAs.

SUMMARY OF SKILLS: Document the performance of duties that used these skills in the experience and employment history section.

Enter all the actual skills you possess, e.g., filing, Windows 95 programming, Budget Preparations, Spreadsheets, Aircraft Engine Assemblies, T-38 Engine Repair, Electrical Motor Fabrication, etc.

EXPERIENCE:

Enter the following information beginning with your most recent employment

Start and End Dates (month and four-digit year)

Hours Per Week

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 your work experience

Limit each summary to one block of experience per occupation (**Do not combine your entire work history into one single paragraph**)

If your experience describes a Federal civilian position in the same series but at different grade levels, include month and year promoted to each grade

Indicate if temporary promotion or detail

Describe your experience with specific action verbs and nouns rather than vague descriptions

Include all major tasks

Use proper punctuation between separate tasks (**Do not use run-on sentences or clauses, which are separated by semi-colons**)

Any systems you worked with or on and 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:

List highest degree earned (i.e., High School, Associates, Bachelors, Master, etc.), number of total semester or quarter hours earned (if business college, technical or vocational school, provide classroom hours instead of semester or quarter hours), type of credit hours (specify semester, quarter of classroom

hours), school type (specify high school, business college, technical, vocational, or college/university), name and address of academic institution, major field of study and credit hours (to qualify as a recordable major, there must be at least 20 semester hours or 30 quarter hours), minor field of study and credit hours (to qualify as a recordable minor, there must be at least 12 semester hours or 18 quarter hours), academic level year (i.e., freshman, sophomore, junior, senior), year degree awarded, grade point average (GPA).

If your highest level of education is high school, list either the highest grade you completed, the year you graduated or the date you were awarded your GED.

EDUCATIONAL COURSE WORK:

List the appropriate academic field (e.g., biology, mechanical engineering, economics, sociology, etc.) and all courses you have taken (including those failed) which appear to satisfy the qualification requirements of positions for which you are applying. List graduate and undergraduate courses separately. To ensure your training occurrence corresponds to the course(s) you actually attended, upon employment with the Air Force, you may be asked to provide transcripts. The Staffing Specialist will ask for transcripts if they need verification, otherwise information is taken from resume.

SPECIALIZED TRAINING:

List any training courses you have completed and consider valuable and relevant to your career goals. List the course title as it appears on the certificate of completion or other official document. List the starting date, ending date, and the total hours (semester or quarter) or total Continuing Education Units (CEU's). It is your responsibility to keep originals or copies of certificates of course completions for all training attended - - you may be required to provide proof of course completions.

LICENSES/CERTIFICATES:

List professional licenses or certificates, and date certificate issued (year/month/day). Include the state, if applicable.

Some essential certificates to list are:

Fire Fighters and Emergency Service certification or pre-certification for all position levels for which you are applying

All Acquisition Professional Development Program (APDP) certification levels obtained
Contracting-related certification level required for your current Department of Defense (DoD) position

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].

NOTE: External Applicant Resumes will expire 1 year after last submission/update.

CAUTION: DO NOT INCLUDE CLASSIFIED INFORMATION IN YOUR RESUME