

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: **(INTERNAL)**

Mailing Address:

Home Phone Number:

Work Phone Number (Commercial):

Work Phone Number (DSN):

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 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 type degree earned (e.g., BA, AA, AAS, MBA, etc.), major, name of college or university, year degree awarded, GPA and total semester or quarter hours earned. 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 (OPTIONAL):

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.

You may view a list of occupations that have a minimum education requirement, as well as the qualification standards for those occupations at

<http://www.afpc.randolph.af.mil/afjobs>.

List all college-level 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:

Fire Fighters and Emergency Service certification or pre-certification for all positions 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 (e.g., 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).

VACANCY REFERRAL NUMBER:

Indicate the number of the vacancy as identified in the memo you received from the AF Intelligence Career Program notifying you that your name was referred to the selecting supervisor (e.g., G20010013)

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.