**First Last Name** Email Address

111.111.1111 C Physical Address

Clearance Status: None City, State Zip

Citizenship: US Veterans Preference: None

**Objective:** Obtain a position as\_\_\_\_ with \_\_\_\_ at\_\_\_\_\_\_\_. Announcement number:

**Work Experience**

**Job Position Title 01/01- 01/ 01**

Employer S: Supervisor Name

Physical Address/ BLDG P: 111.111.1111 May contact

City, State Zip 10 hrs/w, $0.0/hr

Duties:

**Job Position Title 01/01- 01/ 01**

Employer S: Supervisor Name

Physical Address/ BLDG P: 111.111.1111 May contact

City, State Zip 50 hrs/w, $50,000/yr

Duties:

**Job Position Title 01/01- 01/ 01**

Employer S: Supervisor Name

Physical Address/ BLDG P: 111.111.1111 May contact

City, State Zip 50 hrs/w, $50,000/yr

Duties:

**Education**

**University or School Name** town, state country
**Major:** Diploma, Bachelors,Masters 01/01
**Minor:**

**GPA:** 4.0 of a maximum 4.0
**Relevant Coursework, Licenses and Certifications:**

**Job Related Training**

mm/yy Basic Staffing and Placement, School Name

mm/yy Workers Compensation, School Name

mm/yy Processing Personnel Actions, School Name

**Honors, Awards**

01/13 Operation Enduring Freedom

**Volunteer Positions**

**Other Information**

Computer Literate-Excellent knowledge of Windows 8, 7, Vista XP, Microsoft Word, Works, Excel, Power-Point, Social Media, E-mail and Internet.

Knowledge of office equipment and machines such as printers, photo-copiers, fax machines, scanners, shredders and multiline phone systems.

Typing: 70 wpm

**References:**

First name, Last name

Title

Company

City, State, Zip Code

Phone number

Email

First name, Last name

Title

Company

City, State, Zip Code

Phone number

Email

First name, Last name

Title

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