## [Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

# [Full name]

[Job title]

[Email address] | [Phone number] | [City] | [LinkedIn profile URL]
**Citizenship:** [Citizenship status] **Veterans preference:** [Veterans preference] **Clearance:** [Security clearance]
**Highest grade held:** [Highest grade held]

### Target Position

[Target job title] | [Announcement number] | [Agency name] | [Series and grade]

### Work Experience

**[Most recent job title] | [Employer name] | [Start date] - [End date]**
**Hours per week:** [Hours per week] **Salary:** [Salary] **Supervisor:** [Supervisor name], [Supervisor phone]
- [Achievement: something you improved or delivered, with a number or result]
- [Achievement: a responsibility you handled well, with the result]

**[Previous job title] | [Employer name] | [Start date] - [End date]**
- [Achievement: a result you are proud of, with a number if you can]

### Education

[Qualification] | [School, college or university] | [Year completed]
[Further qualification or training, if any]
**Grade point average:** [Grade point average]

### Skills

[Skill 1], [Skill 2], [Skill 3], [Skill 4], [Skill 5]