

SAMPLE RESUME FOR DOE JOBS ONLINE

Provision of the information listed below is optional. This is merely a suggested format to assist you in providing adequate information when preparing a resume for employment consideration through DOE Jobs ONLINE. We suggest you consider avoiding the use of bolding, dashes, bullets, tabs, and other formatting techniques that create codes within word processing files. Codes created by differences in word processing software may cause formatting errors when your resume is transferred to DOE Jobs ONLINE.

<INSERT NAME>

PERSONAL INFORMATION

Mail: <insert address>

Work: <insert phone number and e-mail>

Home: <insert phone number and e-mail>

Citizenship: USA

Veterans Preference: <insert none, 5 point, 10 point, 10 point compensably disabled, etc.>

Social Security Number:

Highest Grade and Series: <insert highest grade and series held, e.g., GS-560-12, 6/00 to present; ES-340-4, 3/01 to present; etc.>

Clearance: <insert "active "L;" active "Q;" etc.>

EDUCATION

B.S. Business Management, University of Tennessee, 5/85

M.B.A., University of Tennessee, 5/87

WORK EXPERIENCE

U S Department of Energy, Oak Ridge Operations, XXX Division; March 1999 - present: Budget Analyst, GS-560-12; Supervisor: Jane Doe, (865) 576-xxxx

<Insert a description/summary of experience that substantiates your responses to the application questions on the vacancy announcement for which you are applying.>

Tennessee Valley Authority, Budget and Finance Group; M-4; \$xx,xxx per year; July 1987 - March 1999; Supervisor: John Doe, (865) xxx-xxxx

<Insert a description/summary of experience that substantiates your responses to the application questions on the vacancy announcement for which you are applying.>

OTHER QUALIFICATIONS AND AWARDS

Certified Public Accountant

Quality Step Increase, 5/99

On the Spot Award, 7/99

Special Act Award, 12/00