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USAJOBS' Resume Builder allows you to create a uniform resume that provides all of the information required by government agencies. Instead of creating multiple resumes in different formats, you can build your resume once and be ready for all job opportunities.



Resume Builde	•			Preview
I. Getting Started	2. Experience	3. Related Information	4. Finishing Up	your Resume as you build it!
PLEASE NOTE: Fields wit	h an asterisk (🛪	k) are required fields.	Click on the 🔞	after each title for more information.
Confidentiality	0			
Connuentiality				
Select confident		our contact informat erforming resume se		

erforming resume search	onfidential , this information will not nes. <u>Learn more</u>	be visible to recruiters
Name Your Resume		What is this?
First Name		
Middle Name		
Last Name		
Social Security Number	***-**-6789 Edit Social Security	Number
Home Address		
Home Address 2		
k City/Town		
Postal/ZIP Code		
Country	- SELECT -	▼
k Email		
Day Phone 🔽		
- SELECT -		
- SELECT -		
Are you a U.S. Citizen?	⊙Yes CNo	
Do you claim veterans' preference?	C Yes	to me?

Highest Career Level Achieved 🅯
Note: This will change the Career Level on all your resumes.
Manager (Manager/Supervisor of Staff)

* Are you or were you ever a Federal civilian employee? C Yes No SAVE FOR LATER NEXT NEXT Home | Search Jobs | My USAJOBS | Information Center | Veterans | Forms | Employer Services FAQS | Privacy Policy | Help | Site Map Contact Us | Privacy Act and Public Burden Information This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.









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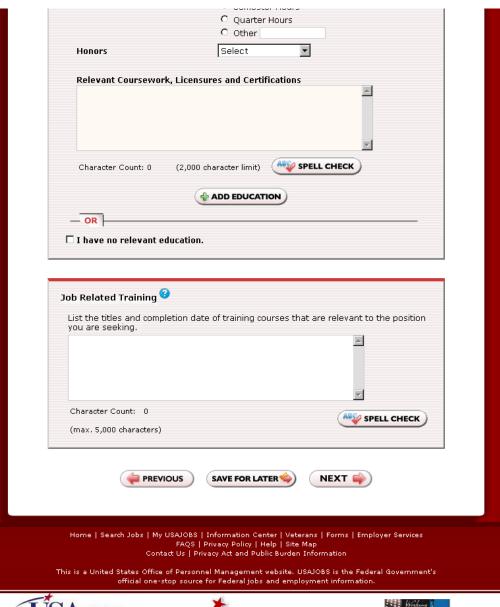


READ THIS - important notice before listing your Education!
Only list degrees from schools that have been accredited by accrediting institutions recognized by the <u>U.S. Department of Education</u> or other education that meet the provisions of the <u>Office of Personnel Management's Operating Manual.</u>
<u>Learn more!</u>



Work Experience 🕝			
WOLK Expellence			
Note: If your resume is confident end date of "present") will not be v			
* Employer Name			
* City/Town			
* State/Territory/Province			
* Country	US		¥
* Formal Title			
* Start Date	October 🔻 2	008 🔻	
* End Date:	- SELECT - P	resent 🔻	
Salary	\$00.000	USD	Per Year 🔻
* Average Hours per week			
May we contact your supervisor?	C Yes ⊙ No		
Is this a Federal position?	C Yes € No		
* Duties, Accomplishments an	d Dolated Ckills		
* Dades, Accomplishments an	ia Keiatea Skiiis		
			$\overline{}$
Character Count: 0 (3,00	0 character limit) (SPELL CH	IECK
	ADD WORK EXPER	_	

Education ②	
* School or Program Name	
* City/Town	
* State	
* Country	US
* Degree/Level Attained	- SELECT -
Completion Date	Degree/Level Clarifications T
Major	
Minor	
GPA	of GPA Max.
Total Credits Earned	
System for Awarded Credits	O Semester Hours



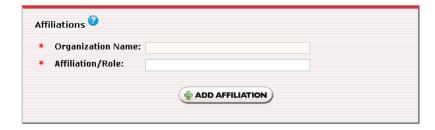


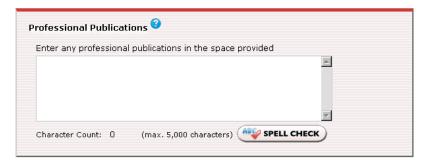












Additional Information

Enter ich related honore, awards, leadership activities, skills (such as computer

inter jour-leaced fibriory, awards, readership additions, skins (sour as computer software proficiency or typing speed) or any other information requested by a specific job announcement. Need more space? Click <u>here</u> to expand this field.
<u> </u>
ARKS CORPL CUITOR
Character Count: 0 (20,000 character limit) SPELL CHECK

Availability Note: Including this information will provide recruiters with additional detail on the type of position you are seeking. It will not exclude your resume from consideration.			
What type of work will	you be willing to accept?		
□ Permanent	☐ Temporary	□ Term	☐ Intermittent
□ Detail	☐ Temporary Promotion	□ Summer	□ Seasonal
□ Federal Career Intern	□ Student Career Experience		
What type of work schedule will you be willing to accept?			
☐ Full Time ☐ Pa	☐ Full Time ☐ Part Time ☐ Shift Work		
□ Intermittent □ Jo) Share		

Looking for a Specific Work Environment 🔮				
Note: Including this information will provide recruiters with additional detail on the type of position you are seeking. It will not exclude your resume from consideration.				
Please select your desired work environment				
□ Student	□ Undergraduate	☐ Graduate		
□ Post-graduate	☐ New Professional	☐ Mid-Career Professional		
☐ Retiree	🗆 Federal Retiree	☐ Highly Mobile		
☐ Revolving	☐ Term	☐ Mission-Focused		
☐ Experienced Professionals	Requires Flexibilities	□Telework		
□ Part-Time	□ Alternative Work Schedule			

Desired Locations 🔞		
Note: Including this information will provide recruiters with additional detail on the type of position— you are seeking. It will not exclude your resume from consideration.		
Please select the Desired Location(s) you are willing to work in. (For multiple locations, hold down the <ctrl> key (PC) or <command/> key (Mac) as you select.)</ctrl>		
Choose State then Locale(s) US Alabama Alaska Arizona Arkansas Armed Force Europe, th Armed Forces Americas		
Show locations for this region: <u>United States Africa Asia Europe North America South America Australia Caribbean and</u> Central America Middle East		









