



Explore



Engage



Experience



Embark



Elevate

Federal Job Resume

JOHN WILLIAMS

Address: 1234 Government Way, Arlington, Virginia 22201
Phone: 817-123-4567
Email: johnwilliams@mavs.uta.edu
Citizenship: U.S. Citizen
Federal status: N/A (highest grade completed if previously employed with federal government)
Veteran's status: N/A
Announcement: Economist, EC74339-ID-EM, GS 7-11

SUMMARY OF QUALIFICATIONS

Concise and concrete bulleted list of 3 to 7 statements summarizing your education, skills, abilities, and experience relevant to the position you are applying.

EDUCATION

The University of Texas at Arlington, Arlington, TX, May 2009

Bachelor of Business Administration, Finance, Cum Laude, 132 Semester Hours

A+ Certification, Computer Learning Center, Springfield, Virginia, August 2006

High School Diploma, Boston Central High School, Roxbury, Massachusetts, June 2004

EXPERIENCE

Transportation Security Administration

Office of Human Capital, 601 South 12th Street, Arlington, VA 22202

Computer Analyst, CG-0000-12, May 1998-Present

Supervisor: Mary Super (703) 444-5555 (may be contacted)

Salary: \$56,789 to \$60,134

Hours: 40 hours/week

- Developed and organized audit steps and identified audit approaches in order to meet audit objectives for assigned areas
- Identified \$1 billion in cash reconciliation, \$16 million in accrual, and \$8.8 million contingent liabilities adjustments that resulted in three major findings

Additional Sections May Include:

TRAINING

LANGUAGES

LEADERSHIP EXPERIENCE

CERTIFICATIONS

PUBLICATIONS

TECHNICAL/COMPUTER SKILLS

HONORS/AWARDS

PROFESSIONAL ASSOCIATIONS

PRESENTATIONS

VOLUNTEER EXPERIENCE