

# YOUR NAME

your address ▪ your email ▪ your phone number

**Security Clearance:** (example) *Top Secret/SCI exp. XXX XXXX (if you have one)*

Job Announcement Number

## JOB TITLE YOU ARE APPLYING FOR

11+ years of specialized experience READ “THE SPECIALIZED EXPERIENCE” blurb and begin your summary with that. Then rewrite the “DUTIES”: section in your own words.

## EXPERTISE *add skills you see in the job announcement*

- Strategic Planning
- Problem Solving
- Team Building / Leadership
- Future Operations
- Critical Thinking
- Mentorship
- Leading Change
- Business Case Analysis
- Strategic Communications
- Verbal and Presentation Skills
- Organizational Development & Communication

## EXPERIENCE *incorporate verbiage from the occupational questionnaire, include results #\$\$ etc*

### **HEAD COOK AND BOTTLE WASHER** (GS14 - Supervisory)

Oct 2020 - Present

*Or military rank, and if new to federal government, you can write GS11 equivalent for example if applying to a GS 12*

DEA, Orlando, FL

40+ hours per week

Supervisor: XXX XXXX Phone XXX XXX XXXX Contact: Yes

- Plan strategies to relocate headquarters DEA. Arrange briefings identifying significant concerns and recommendations. Develop and implement movement plan for personnel across 205 facilities, ensuring a clear process to implement DEA plan for effective completion.
- Coordinated with local government the DEA development plan for airport construction, prepared briefings for senior leadership showing considerations, courses of action, and implications of force structure changes, proposed stationing actions and long-range goals. Evaluated alternatives based on functionality, environmental and community impacts, costs, and calculated risks.
- Liaise with local officials to evaluate areas of concern for encroachment impacting flight paths. Collaborated with team to update DEA Orlando operations, resulting in rerouting flight paths around residential areas.

### **HEAD COOK AND BOTTLE WASHER** E8 Master Sergeant

Nov 2018 - 2020

DEA, Ft Bragg, NC

40+ hours per week

Supervisor: XXX XXXXXXXX Phone XXX XXX XXXX Contact: Yes

- Planned strategies to relocate headquarters DEA. Arranged briefings identifying significant concerns and recommendations. Developed and implement movement plan for personnel across 205 facilities, ensuring a clear process to implement DEA plan for effective completion.
- Coordinated with local government on the DEA development plan for airport construction, prepared briefings for senior leadership showing considerations, courses of action, and implications of force structure changes, proposed stationing actions and long-range goals. Evaluated alternatives based on functionality, environmental and community impacts, costs, and calculated risks.
- Liaised with local officials to evaluate areas of concern for encroachment impacting flight paths. Collaborated with team to update DEA Fort Bragg operations, resulting in rerouting flight paths around residential areas.

**HEAD COOK AND BOTTLE WASHER** E7 Sergeant

Jul 2011- Nov 2018

DEA, Fort Gordon, GA

40+ hours per week

Supervisor: XXX XXXXXXXX Phone XXX XXX XXXX Contact: Yes

- Planned strategies to relocate headquarters DEA. Arranged briefings identifying significant concerns and recommendations. Develop and implement movement plan for personnel across 205 facilities, ensuring a clear process to implement DEA plan for effective completion.
- Coordinated with the local government on the DEA development plan for airport construction, prepared briefings for senior leadership showing considerations, courses of action, and implications of force structure changes, proposed stationing actions and long-range goals. Evaluated alternatives based on functionality, environmental and community impacts, costs, and calculated risks.
- Liaised with local officials to evaluate areas of concern for encroachment impacting flight paths. Collaborated with team to update DEA Fort Gordon operations resulting in rerouting flight paths around residential areas.

**EDUCATION and TRAINING**

Bachelor of Art, Homeland Security - ABC University, Melbourne, FL

Add additional info

**ADDITIONAL REFERENCES**