# FULL NAME

# JOB TITLE APPLYING FOR | RELEVANT SKILL | UNIQUE VALUE PROPOSITION

**Email:** email@example.com | **Phone:** (555) 555-5555 | **LinkedIn:** linkedin.com/in/yourname
**Location:** City, State | **Portfolio/Website:** website.com (optional)

## PROFESSIONAL SUMMARY

*A concise 3-4 sentence overview highlighting your most valuable skills, years of experience, and key accomplishments relevant to your target industry. Focus on transferable skills from federal service that align with private sector needs.*

# CORE COMPETENCIES

* Leadership & Management
* Project Management
* Budget Administration
* Strategic Planning
* Stakeholder Communications
* Team Development
* Process Improvement
* Data Analysis
* Regulatory Compliance
* Change Management

# PROFESSIONAL EXPERIENCE

##### POSITION TITLE

**Agency/Organization Name** | City, State | Month Year - Present

* Led cross-functional team of X members, resulting in [specific measurable outcome]
* Managed $X budget, achieving [specific cost savings or efficiency]
* Implemented new process that [specific achievement with metrics]
* Collaborated with key stakeholders to [specific achievement]
* Recognized for [award or recognition] for exceptional performance

##### POSITION TITLE (PREVIOUS)

**Agency/Organization Name** | City, State | Month Year - Month Year

* Spearheaded initiative that [specific achievement with metrics]
* Developed and implemented [specific program/system], resulting in [specific outcome]
* Trained and mentored X team members, improving [specific metric]
* Created documentation/reports/analyses that [specific impact]

##### POSITION TITLE (EARLIER POSITION TITLE)

**Agency/Organization Name** | City, State | Month Year - Month Year

* Key achievement with quantifiable results
* Key achievement with quantifiable results
* Key achievement with quantifiable results

# EDUCATION

**Degree Name** - Major/Concentration
*University Name* | City, State | Graduation Year

**Certifications/Additional Training**

* Relevant Certification Name | Issuing Organization | Year
* Relevant Certification Name | Issuing Organization | Year

# TECHNICAL SKILLS

* Industry-specific software
* Programming languages (if applicable)
* Analytical tools
* Database management
* Microsoft Office Suite
* Other relevant technical skills

TIPS FOR ADAPTING YOUR FEDERAL EXPERIENCE TO INDUSTRY ROLES

Language Transformation

* Replace government-specific acronyms and jargon with industry-standard terminology
* Focus on outcomes, impact, and results rather than processes and procedures
* Quantify achievements whenever possible (%, $, time saved)

Federal Experience Translation Guide

|  |  |
| --- | --- |
| Federal Term/Concept | Industry-Friendly Alternative |
| Supervisory Management Analyst | Team Lead, Operations Manager |
| Program Management | Project Management |
| Procurement | Supply Chain Management |
| Appropriations Management | Budget Administration |
| Personnel Actions | Human Resources Management |
| Interagency Liaison | Cross-functional Team Leadership |
| Standard Operating Procedures | Process Documentation |

Highlighting Transferable Skills

* **Leadership:** Supervising teams, mentoring, decision-making
* **Project Management:** Planning, scheduling, resource allocation
* **Communication:** Briefings, reports, presentations to leadership
* **Analytical Skills:** Data analysis, evaluation, problem-solving
* **Adaptability:** Working in changing regulations/environments

Quantifying Achievements

* Budget sizes managed
* Team sizes supervised
* Process improvements (time/money saved)
* Stakeholder relationships managed
* Projects completed on time/under budget