

## FIRST AND LAST NAME

Address

Email Address

Telephone Number

**Citizenship:** (Yes or No, Work Visa)

**Special Hiring Authority:** (Veteran Preference or person with disability-Schedule A)

**Federal Experience:** (Yes or No and Indicate Military, Federal or State Government)

**Security Clearance:** (Indicate what level and if it is still active)

**OBJECTIVE:** To obtain a full time position in public service with (indicate the federal Agency and sub Agency) as a (indicate the position including Announcement Number from USA Jobs if there is one)

**SKILLS SUMMARY:** (Has 3 elements: An introductory paragraph, list of skills directly related to the position, and your skills you have acquired throughout your career, that you may want to highlight)

*(1<sup>st</sup> Element: The introductory paragraph-Must be specific and highly detailed for each job series and position you are applying. You need to outline all of the specific skills you have which are directly related to the position you are seeking including **KEY WORDS** identified in the positions description.)*

### EXAMPLE:

Focused and highly motivated management professional with 12+ years of extensive experience in Strategic Workforce Planning, Equal Employment Opportunity, Office of Human Resources and Diversity Management. Utilizing my background in Disability, Accommodations, Business Operations, Project Management, and Statistical Analysis to develop comprehensive programs based on the employment needs and mission of the agency. Deploying metric based solutions and maximizing our return on investment. I am an innovative and energetic team player, relationship builder and highly effective communicator.

*(2<sup>nd</sup> Element: List of skills directly related to the position and the **KEY WORDS** you identified-Back up your skill summary with specific examples from your career or education. Identify specific accomplishments, length of time, highlight numerical results and awards derived from those duties and skills. This is the most critical area of the resume'. You are relating an activity in your career to that of the position you are applying and showcasing your accomplishments.)*

### EXAMPLES:

- Develop and create a Strategic Workforce Planning program to ensure accurate utilization of all available resources. Good Example
- Expert in Diversity Management and Employee Relations assisting managers and staff in identifying and solving Equal Employment Opportunity Policy questions on accommodations for 9 years. Better Example

- As Diversity Manager I trained staff of 100+ internal and external personnel on diversity rules and regulations. This led to a 70% reduction in violations. Best Example

*(3<sup>rd</sup> Element: Acquired skills- these are skills you want every employer to know you possess and feel they are what defines you as a model employee. Remember you MUST quantify and qualify every statement you make.)*

- Analyzed, developed, tested and incorporated IT business solutions to enhance business process control and tracking. Good Example
- Supervised, motivated, and mentored using experience-based judgment, strong work ethic, and exemplary integrity based on 12 years as a Department Manager at ABC Co. Better Example
- Developed and implemented a supply inventory program, which tracked use of production and office materials. This provided detailed reports of available inventory at all times. Resulted in saving \$500,000.00 per year. Best Example

## EMPLOYMENT HISTORY

Name of Employer

Position and Title

GS level or salary and years of service

*(This section should be identical to skill summary. Write up brief descriptions of duties, and identify your major roles and responsibilities. Describe in detail each position you held for at least the last 10 years and quantify and qualify each statement.)*

*TIP: Describe each duty like you are teaching it to someone for the first time. Do not assume the reviewer of the resume' knows what you can and cannot do.*

*EXAMPLE: Cashier: A cashier can perform numerous duties, if you only list cashier, it may be interpreted as someone who collects and distributes money.*

### ***Resources to help you translate military skills to civilian terms:***

<http://www.military.com/veteran-jobs/skills-translator/>

<http://www.onetonline.org/crosswalk/MOC/>

As Diversity Manager I analyze, develop and manage programs and projects related to the successful deployment of our department's initiatives. My duties include ensuring we provide an inclusive work environment, free from discrimination and ensuring we meet all federal and state regulations. This is accomplished by collecting and analyzing human capital data and statistics from various sources to get an accurate analysis of the programs and work environment we provide our employees.

- Performed labor market statistical analysis and employment projections locally and nationally to determine our recruitment strategy to ensure we were recruiting from a diverse population. Good Example

- Coordinated with our Office of Human Resources and Equal Employment Opportunity managers to develop programs to improve our diversity in the workplace. We performed detailed analysis of the current workforce, and developed a strategy to ensure we targeted a broader workforce. This had an immediate impact on our community relations and a 20% increase in local sales. [Better Example](#)
- As the diversity manager for 7 years, I was responsible for a staff of 20 employees. I coordinated with our Office of Human Resources to develop and measure our recruiting efficiency, determine our cost per employee hired and accurate return on investment. We identified various key elements related to recruiting and performed a statistical analysis on how we could reduce our cost per hire. This led to an annual savings of 15% on our recruiting expenses. [Best Example](#)

## ACCOMPLISHMENTS

*(This is where you can identify any areas of your career you feel an employer will get a better understanding of who you are and your additional activities, to include honors received by organizations, exceeding specific project goals, etc...)*

- 2011 Supervised and developed the Specialty Hiring Program, Noncompetitive Direct Hiring program at Health and Human Service
- 2008 Collaborated with union and management on contract negotiations and labor dispute settlements with global manufacturer. Avoiding the loss of 200+ jobs and saving the company \$1.3 million.
- 2006 The Minority Entrepreneur Network-assisted 5 minority startup companies in researching, forecasting, and drafting their business plans and applications for ABC Investing.
- 2005 Restructured vendor contracts for a gross savings of \$375,000 per quarter.

## COMPUTER SOFTWARE

(List all software and applications you are experienced in and at what level. Please indicate any formal training and where you received that training.)

## ADDITIONAL TRAINING

(List any formal or informal training including accreditations and amount of hours in the specific field.)

- I have attended various seminars on Equal Employment Opportunity compliance and diversity. [Good Example](#)
- Extensive Equal Employment Opportunity compliance training: Laws and Discrimination; Diversity in the Workplace; Workplace Relationships; Equal Employment Opportunity Complaints and Resolutions. 80 hours of training. [Better Example](#)
- Extensive Project Management Training specialized in large scale projects and developing the project plans and schedule. All training was done at PMI institute, 2002-2011. 120 hours of training. [Better Example](#)

## EDUCATION

Master Business Management, East Carolina University, Greenville, NC 2016, Cum Laude

## HONORS AND AWARDS

(Any formal awards you would like to share)

## VOLUNTEER WORK AND COMMUNITY INVOLVEMENT

*(Depending on the type of work volunteering can count the same as formal on the job experience if related to the position)*

(2010-Present) Conduct Diversity workshops at the Cultural Resource Center, Greenville, NC on a weekly basis. I provide employers with information on developing an inclusive and diverse workforce.

## PROFESSIONAL ASSOCIATIONS

American Association of Peoples with Disabilities  
Honored American Veterans Afield  
National Rehabilitation Association  
Project Management Institute

*REFERENCES: List at least 3 references including their contact information-address, telephone number and email address.*