

# Robert J. Sample

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Bloomington, IN 47401  
812-555-1234

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**Social Security Number:** 123-45-6789  
**Country of Citizenship:** United States of America  
**Veteran's Preference:** No  
**Highest Grade:** GS-0201-14, 09/2000-present  
**Contact Current Supervisor:** Yes

## VACANCY INFORMATION

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**Announcement Number:** W80043  
**Job Title:** Personnel Management Administrator  
**Grade(s) Applying for:** GS-15

## OBJECTIVE

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Pursuing opportunities to manage and provide the overall direction of a human resource program. I possess the necessary qualifications and experience to successfully meet the challenges brought about by the revolutionary changes in the field of human resources.

## EDUCATION

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<b>Indiana University</b> Master of Public Affairs Concentration: Public Management	<b>Bloomington, Indiana 47405</b> May 1994 GPA: 3.6/4.0
<b>University of Wisconsin</b> Bachelor of Science Major: History Minor: Economics	<b>Madison, Wisconsin 53716</b> May 1990 GPA: 3.3/4.0 Cum Laude
<b>Kennedy High School</b> High School Diploma	<b>Middleton, Wisconsin 53721</b> June 1986

## WORK EXPERIENCE

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<b>U.S. Office of Personnel Management</b> 1876 H Street Room 546 Washington, DC 12312-3456 <b>Human Resource Manager</b>	<b>Dates Employed: 05/1994-present</b> <b>Grade Level: GS-14/4</b> <b>Hours per Week: 40</b> <b>Supervisor: Jane Doe</b> <b>Phone: 202-555-2367</b>
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- Implement new and highly visible Government-wide human resource initiatives marketing Federal employment opportunities to job seekers.
- Design, evaluate, and implement automated systems that provide Federal employment information to job seekers.
- Disseminate information on Government-wide human resource initiatives to Federal agencies, State and local governments, and private sector representatives.
- Negotiate with senior OPM officials and contractors on employment issues and services.
- Facilitate the creation of a "one-stop" employment information system for Federal employees impacted by downsizing and job seekers with Federal, State and local governments, and the private sector.

**WORK EXPERIENCE (continued)**

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**Environmental Defense Fund**  
**124 Truman Drive**  
**Boulder, Colorado 56485-7854**  
**Intern**

**Dates Employed: 06/1990-08/1992**  
**Hours per Week: 40**  
**Supervisor: Craig Newman**  
**Phone: 654-555-9321**

- Coordinated efforts between environmental groups and state agencies to help protect native fish species in Colorado River basin.
- Co-authored successful \$250,000 grant proposal for implementation of restoration efforts in Colorado River delta.
- Assisted Regional Director with various research projects involving water quantity and quality issues throughout Colorado River basin.

**JOB-RELATED TRAINING COURSES**

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Government Performance and Results Act Implementation Training; 1997  
Seminar for New Managers; 1996  
Job Analysis for the Development of Crediting Plans; 1996  
Grievance Handling; 1995  
Instructor Training; 1995  
Basic Position Classification; 1994  
Adverse and Conduct Based Actions; 1994

**JOB-RELATED SKILLS**

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**Computer:** Proficient in use of microcomputers; spreadsheet applications, graphic and presentation applications, and word processing application in a stand-alone or local areas network environment.  
**Project Management:** Practiced in the areas of project financial and logistical management and the facilitation and implementation of large scale, multi-constituent and multi-jurisdictional programs.

**JOB-RELATED CERTIFICATES AND LICENSES**

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Hazardous Waste Operations and Emergency Response (HAZWOPER) - Refresher, April 2003  
Driver's License, Commonwealth of Virginia, Expires May 2005

**JOB-RELATED HONORS, AWARDS, MEMBERSHIPS, ETC.**

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**American Society of Public Administrators**, Member, 1994-Present; New Members Committee Chair, 1997; Treasurer, 1999  
**Association for Public Policy, Analysis and Management**, Member, 1995-Present  
**National Sociology and Political Science Honor Societies**, Member, 1996-Present  
**Research Grant for Senior Honors Thesis**, Recipient, University of Wisconsin, 1989