

RESUME FORMAT

Name:

Proposed Position with Offeror:

Duties and Responsibilities in Proposed Position:

Experience:

(Identify employers, position titles, dates of employment, specific duties and responsibilities. Address specific information on the qualifications, experience, and demonstrated performance relevant to the proposed position, including individual leadership qualities.)

Education

(Identify institution, degree earned, dates)

Professional Development and Achievements:

(Identify professional memberships, special training, professional registrations, etc.)

References:

(Name, title, company/organization, address, phone number)

Commitment Statement:

The following statement should be included on each resume:

If [name of Offeror] is awarded the contract, I agree to accept full-time employment in the above stated position.

SIGNATURE OF INDIVIDUAL.