

# Dawn Zurick Beilfuss

CV tailored for EXECUTIVE SECRETARY II (UPWARD MOBILITY) position at Department of Human Services

## Illinois State Position Application Template

### Personal Information

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- Full Name: {{full\_name}}
- Email: {{email}}
- Phone: {{phone}}
- Address: {{address}}

### Professional Summary

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{{professional\_summary}}

### State Employment History

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{{#each state\_positions}}

**{{title}}** at **{{agency}}**

**Location:** {{location}}

**Employment Period:** {{start\_date}} to {{end\_date}}

**Employment Type:** {{employment\_type}}

**Grade/Salary:** {{grade\_level}}

**Key Responsibilities and Achievements:**

{{responsibilities}}

**Relevant Skills Demonstrated:**

{{skills}}

{{/each}}

### Other Professional Experience

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{{#each other\_positions}}

## {{title}} at {{organization}}

**Duration:** {{period}}

**Location:** {{location}}

**Notable Achievements:**

{{achievements}}

{{/each}}

## Education and Certifications

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{{#each education}}

### {{degree\_type}}

**Institution:** {{institution}}

**Field of Study:** {{field}}

**Completion Date:** {{completion\_date}}

{{/each}}

## Professional Licenses and Certifications

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{{#each certifications}}

- {{certification\_name}} ({{issuing\_body}}) - {{date}}
- {{/each}}

## Additional State-Specific Information

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- Illinois Residency Status: {{residency\_status}}
- State Employee Status: {{state\_employee\_status}}
- Veterans Preference: {{veterans\_preference}}

## References

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Professional references available upon request

*Note: This template aligns with Illinois State Government application requirements*