

Dawn Zurick Beilfuss

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

Illinois State Position Application Template

Personal Information

- Full Name: {{full_name}}
- Email: {{email}}
- Phone: {{phone}}
- Address: {{address}}

Professional Summary

{{professional_summary}}

State Employment History

{{#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

{{#each other_positions}}

{{title}} at {{organization}}

Duration: {{period}}

Location: {{location}}

Notable Achievements:

{{achievements}}

{{/each}}

Education and Certifications

{{#each education}}

{{degree_type}}

Institution: {{institution}}

Field of Study: {{field}}

Completion Date: {{completion_date}}

{{/each}}

Professional Licenses and Certifications

{{#each certifications}}

- {{certification_name}} ({{issuing_body}}) - {{date}}
- {{/each}}

Additional State-Specific Information

- Illinois Residency Status: {{residency_status}}
- State Employee Status: {{state_employee_status}}
- Veterans Preference: {{veterans_preference}}

References

Professional references available upon request

Note: This template aligns with Illinois State Government application requirements