

## i2S Base Resume Template Instructions

**Please Delete This Section before Submitting Your Resume**

*Please read the following instructions carefully. Full compliance with the requirements will minimize rework.*

### ***Key Skills***

The Key Skills table is should effectively highlight your areas of expertise and set you apart from all other candidates. This section should include:

- 1-2 word “keyword” phrases/technologies/methodologies
- NOT ambiguous attributes (e.g., “Organized,” “Prompt,” “Reliable,” “Good Communicator”, etc.)
- Skills relevant to CSR requirements and your labor category
- Skills mentioned in your experience details
- More general skills (i.e., Systems Engineering) should be written as an action and not as a role.
  - **Action (acceptable):** Systems Engineering, Project Management
  - **Role (unacceptable):** Systems Engineer, Project Manager

### ***Education***

The Education table should include:

- All degrees are entered along with year of completion
- College degrees and Graduate certificates only (AA/AS and above)
- NOT HS diploma, college coursework, etc.

### ***Certifications***

The Certifications table should include:

- Certifications that are CSR-relevant and industry-recognized, such as a PMP or CISSP
- Certifications are NOT in-house training
- Abbreviated certifications are spelled out, e.g., “Project Management Professional (PMP)”

### ***Work Experience***

In this section, list detailed descriptions for each individual project role you have held.

When completing this section, it is essential to keep the following points in mind:

- Follow the format exactly as shown
- Any lapses in employment of more than 1 month should be addressed (e.g., “Student,” “Unemployed,” Leave of Absence,” etc.)
- Use the most recent job title for each company
- Use separate bullet points for each assignment or project. Include: date range, project role or job title, and descriptions of responsibilities that are thorough, yet concise
- Ensure no gaps exist between project roles. Address gaps between projects, such as awaiting clearance, proposal support, etc.



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- Ensure patterns of short-term employment are addressed (i.e., held job for fewer than 18 months or held  $\geq$  three jobs in a five year period). This only applies to positions held within the past 15 years
- Written consistently in first or third person
- Appropriate verb tense is used – present tense for your current assignment, past tense for previous assignments
- Spell out the first instance of all abbreviations

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