**Staff Person Name – Proposed role in this effort  
Team member company name**

**SUMMARY**

Give a terse, cogent picture of the person’s history, expertise, strengths vis-à-vis this effort.

**EDUCATION, CERTIFICATIONS, AWARDS, CLEARANCES, LOI/Offer**

* Highest Degree, Institution, City/State/Year
* Next Highest Degree, Institution, City/State/Year
* Certifications, accreditations, awards, recognitions, publications, etc.
* CLEARANCE(s)
* Letter of Intent / Offer Letter signed?

**PROFESSIONAL EXPERIENCE / WORK HISTORY**

**Role/Position1, Customer:** Keep this relevant to the project – no marketing buzz words, please. This is not a job application; think of this as your best accomplishments (relative to the proposed effort, naturally).

* What was a success you engineered?
* What jargon/acronyms/deliverables?
* Be brief, re-read the RFP before you edit your resume to fit this template.

**Role/Position2, Customer:** Keep this relevant to the project – no marketing buzz words, please. This is not a job application; think of this as your best accomplishments (relative to the proposed effort, naturally).

* What was a success you engineered?
* What jargon/acronyms/deliverables?
* Be brief, re-read the RFP before you edit your resume to fit this template.

**Role/Position3, Customer:** Keep this relevant to the project – no marketing buzz words, please. This is not a job application; think of this as your best accomplishments (relative to the proposed effort, naturally).

* What was a success you engineered?
* What jargon/acronyms/deliverables?
* Be brief, re-read the RFP before you edit your resume to fit this template.

**CHRONOLOGY and OTHER INFORMATION**

2010-present Your Current Company

2xxx-2xxx Last Place of Work

etc.

Anything else you want to highlight, of relevance to this procurement. Emphasize how your past experience covers areas relevant to the SWO/PWS.