



“OUTLINE FORMAT” RESUME SAMPLE – as published in the Federal Resume Guidebook, 4th Edition.

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Sample Only!

SAMPLE RESUME – YOUR RESUME COULD LOOK LIKE THIS!

This resume format can be copied and pasted into Resume Builders. The Outline Format is based on the Top 5 Skills in the Target Position. Check out the ALL CAPS which represent the important skills in the target resume.

Your Federal Resume will probably be written in this format. Great for HR, supervisors and resume builders!

Designed by THE RESUME PLACE, INC. As printed and published in Electronic Federal Resume Guidebook, Federal Resume Guidebook, Military to Federal Career Guide, Student’s Federal Career Guide, Jobseeker Guide.

A Walter Reed Army CPAC Human Resources manager said this about the Outline Format: “This format is great! It is easy to read and I love the cause and effect style of writing. This will work for us.”

business, set office and administrative priorities, and ensured the timely follow-up and completion of daily workloads.

CUSTOMER SERVICES, PERSONNEL ACTIONS: Provided timely customer service and assisted personnel in resolving personnel actions or pay issues, determining benefits, and mediating EEO problems. Reviewed EEO complaints in the early stages and avoided escalation of complaints to higher levels by applying sensitivity to each case, defusing flared angers, identifying the problem, and resolving issues. Collateral duty: Reviewed and processed over 130 performance evaluations with a submission rate of 99%.

WRITE EEO AND PERSONNEL POLICIES: Drafted written materials including policy, instructions, and correspondence. Conducted studies and prepared analyses. Instructed and trained personnel. Conducted briefings and meetings. Interpreted, formulated, implemented, and enforced management and EEO processes, procedures, laws, and regulations. Quickly reviewed, analyzed, and resolved personnel problems.

ADMINISTRATIVE OVERSIGHT AND ACTIONS: Reviewed and monitored that all reports and administrative actions including awards, evaluations, promotions, personnel actions, finance, leave, and legal actions were completed in a timely manner and of a high quality. Reviewed and consolidated reports, statistics, and personnel actions submitted to higher headquarters. Oversight accountability for administrative security, copier maintenance, forms control, printing and reproduction, publications, and records management. Directed and guided administrative and personnel requirements for the opening and closing of several offices.

SPECIFIC ACCOMPLISHMENTS:

- Effectively reviewed and revised a critical HR Standard Operating Procedures (SOP) manual utilized by 32 subordinate elements.
- Anticipated a 50% loss in Personnel Actions Center (PAC) strength and implemented a cross-training program to ensure continuity. Delegated assignments and fostered a sense of teamwork among subordinates.
- Demonstrated technical competence and computer savvy to single-handedly create a well-needed Unit Manning Report database where none existed previously. The database allowed requisitions for shortages of personnel and accurate tracking of nearly 800 personnel in six geographical areas.
- Trained junior personnel specialists. Maintained 100% accountability of 59 new personnel associated with six subordinate offices in one year.
- Effectively executed over 100 separate personnel restructure actions on time during a highly stressful and high-tempo period of organizational restructuring.

EDUCATION

Master of Human Resources, University of Maryland, March 2004
BA in Business Management, University of Maryland, 1999

PROFESSIONAL DEVELOPMENT

U.S. Army Training:

Data Handler Management, 1999 (1 week)
Unit Deployment Officer Course (Logistics), 1998 (2 weeks)
Advanced Noncommissioned Officers Academy (Senior Mgt. and Administration), 1994 (8 weeks)
Computer Training, 1993 (2 weeks)
Personnel Service Center, Basic Noncom. Officers Academy (Management), 1992 (7 weeks)
Staff and Faculty Development Training Course, 1992 (2 weeks)
Noncommissioned Officers Development Course (Leadership), 1988 (2 weeks)
Equal Opportunity Training, 1988 (2 weeks)
Primary Leadership Development Course, 1985 (4 weeks)

AWARDS

Meritorious Service Medal × 3
Army Commendation Medal × 2
Army Achievement Medal × 2
National Defense Service Medal
Southwest Asia Service Medal
Kuwait Liberation Medal

CLEARANCE

Top Secret (U.S. Army)

ADDITIONAL INFORMATION:

PROFESSIONAL PROFILE

HR Management & Personnel Administration

High-performance administrator with broad scope of responsibility incorporating 20 years of direct experience in Personnel Administration and HR management. Provide strong and solid leadership serving as a technical authority, subject-matter expert, instructor, and advisor.

Planned, initiated, and conducted training programs for Personnel Administration Specialists, technical staff, and clerical staff. Maintain well-organized filing systems.

Handle employee labor relations and equal-opportunity disputes. Create quality, "customer service first" environments. Act as a liaison.

Skilled communicator: excellent report writer and briefer. Manage administrative requirements, prepare presentations and training outlines, compose correspondence,

and write reports. Superior ability to assemble talented teams and delegate assignments.

Actively engaged in office administration. Serve as Printing and Reproduction Manager; Savings Bond Representative; Copier Maintenance Manager; Forms Control and Publications Library Manager; Mail and Messenger Services; Records Manager. Utilize Microsoft PowerPoint, Excel, Access, and Word.