

John Doe

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VACANCY ANNOUNCEMENT NO. XXX-00-00

PROFESSIONAL PROFILE:

Social Security Number 111-11-1111 -- U.S. Citizen
Reinstatement Eligibility -- Not applicable
Highest Federal Civilian Grade Held -- XXX
Top Secret Clearance with the Department of Interior
Fluent in English and Russian

EDUCATION:

B.A., Political Science, Name of University, City, State, 19XX
Graduate, Acme High School, Name of City, ST, 19XX

MANAGEMENT SKILLS PROFILE:

- Human Resource Management
- Personnel Development and Training

TECHNICAL SKILLS PROFILE:

- Certified Security Supervisor, 04/2002
- Certified Basic Airport Screener, 03/2002
- Certified Mastery X-Ray Operator, 05/2002
- Certified ETD Maintenance, 11/2002

PROFESSIONAL EXPERIENCE:

TRANSPORTATION SECURITY ADMINISTRATION

Department of Transportation, XXX Division

Address, City, State 00000

Supervisor: Mr. Jim Wilson (000-000-0000). Authorized to contact

40 hours per week . . . \$48,000 per year

October, 1999 to Present

Transportation Security Supervisor

Oversee daily passenger screening operations at airport. Supervise staff of nine employees and train / retrain screeners on the appropriate methods of passenger screening and full baggage screening per SOP regulations. Perform human resource management duties and implementation of new policies and procedures as necessary. Keep current on new security directives and issue new training bulletins as required. Facilitate the operation of and provide ETD maintenance services for the IONSCAN ETD machine. Maintain readiness to apply SOP alarm resolution procedures to respond effectively to an ETD alarm. Write and enforce policies and procedures affecting day-to-day operations to prepare employees to handle emergency situations. Hold both daily and weekly briefings with subordinates to improve employee morale and give employees an opportunity to express concerns regarding policies and procedures, ask questions, and sound-off about working conditions. Results --

- Played a key role in staff development and promotion to supervisory positions by offering cross-training in performing supervisory duties and assisting them in obtaining transfers to other locations
- Effectively motivated staff to improve performance levels and airport security while striving to increase customer satisfaction levels

DEPARTMENT OF TRANSPORTATION

Name of Division

Address, City, State 00000

Supervisor: Mr. John Smith (000-000-0000). Authorized to contact

40 hours per week . . . \$38,000 per year

March, 1995 to October, 1999

Mobile Screening Supervisor

- Provided on-the-job training to hundreds of screeners and supervisors at various airports throughout the southeastern United States. Responsible for training airport screeners in compliance with stringent DOT rules and regulations. Analyzed trainees and created innovative methods to motivate them to achieve high level of performance and productivity. Provided customer service to travelers. Major project improved training standards of BWI, BDL, PIT, LAS, ABQ, and APF employees.

DOE ENTERPRISES

Address, City, State

Supervisor: Not applicable (Self-employed)

40 hours per week . . . \$50,000 per year

April, 1990 to March, 1995

President and Owner

Conceived, opened and managed Costa Travel. Volume \$50,000 / month. Maintained all accounting, cash, inventory, payroll and administrative controls. Hired, trained and supervised staff consisting of five employees. Negotiated contracts and terms with airlines and tour operators. Developed rapport and built relationships with customers through attention to detail in defining needs and providing service and solutions.

ABC INDUSTRIES

Address, City, State 00000

Supervisor: Ms. Nancy Thomas (000-000-0000). Authorized to contact

40 hours per week . . . \$45,000 per year

September, 1988 to April, 1990

Office Manager

Managed and trained staff of seven. Oversaw day-to-day operations, including maintaining general ledger and payroll. Negotiated terms and contracts with airlines and tour operators.

WILSON'S DRUGSTORE

Address, City, ST 00000

Supervisor: Ms. Mildred Pearson (No longer with the company; cannot locate)

Company Contact: Ms. Jane Smith (000-000-0000). Authorized to contact

40 hours per week . . . \$22,000 per year

March, 1985 to September, 1988

Assistant Store Manager

Assisted in overseeing day-to-day operations of discount drug store, including monitoring store expenditures, handling cash receipts / deposits, and inventory control. Managed up to 25 full and part-time employees, including scheduling, training, supervising daily assignments, and evaluating performance.