

Jane A. Jones

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Home: 513-123-4567

Email: jajones@email.com

Federal Status: Career

Veterans' Preference (if any)

Selective Service Registration Status (Males only)

TECHNICAL SKILLS

- Skilled in SAS Analytics Solutions and IBM SPSS Statistics
- Experienced in Tableau data visualization software
- Proficient in Microsoft Office Suite

WORK EXPERIENCE

Department of the Air Force

Barksdale AFB, LA

Public Health Technician

Supervisor: Ms. Jackie Smith

(859) 555-1111 (May Contact)

December 2020-Current

40 hours per week

GS-6

\$39,311 per year

- Assists the Communicable Disease Program manager with prevention and control of disease transmission through epidemiological investigations, patient interviews, health education and outreach, and oversight of immunization strategies
- Performs sanitary and safety inspections of 10 food and public facilities on a monthly basis

EDUCATION

Bachelor of Science in Public Health

University of Louisville, Louisville Kentucky

Completed December 2020

GPA 3.88/4.00

Relevant Coursework: Biology for Population Health, Quantitative Methods in Public Health, Epidemiological Concepts and Methods for Public Health

VOLUNTEER/COMMUNITY SERVICE EXPERIENCE

Department of Public Health & Wellness

400 E. Gray Street, Louisville, KY 40202

Wound Care Educator (Intern)

Supervisor: Jack Johnson, (859) 555-0000 (May Contact)

March 2020 – August 2020

15 Hours Per Week

- Assisted onsite nurse with teaching wound care to clients needing assistance
- Created pre-packaged kits for use with Syringe Exchange Program

Commented [k1]: Many federal employers recommend that you use the USAJOBS Resume Builder; see [USAJOBS Help Center | How to build a resume](#)

Commented [k2]: Full mailing address is required for Federal jobs.

Commented [k3]: Or Summary of Skills depending on position requirements

Commented [k4]: Showing hours worked, supervisor name and phone number, and salary are important differences between the Federal resume and resume for industry, etc.

Commented [k5]: Clearly show how you meet the knowledge, skills, and abilities (KSAs) for the job; use SOAR (Statement, Occurrence, Action, Result) method to describe accomplishments.

Commented [k6]: Degree, school, and completion date required; GPA and relevant coursework are optional unless requested on Job Opportunity Announcement.

Commented [k7]: Can be important in showing Knowledge, Skills, and Abilities so include the same employment information as you would for paid work.

AWARDS AND ACHIEVEMENTS

- Public Health Student of the Month for January 2020
- Member, U of L Biostatistics Club, Fall 2019 – Fall 2020
- Dean’s List, Fall 2018 – Fall 2020
- Member, Kentucky Public Health Association U of L Chapter, Fall 2018 – Fall 2020

***** OPTIONAL INFORMATION YOU MAY INCLUDE *****

JOB-RELATED TRAINING

- Servsafe Food Safety Manager Certification - 2020
- COVID-19 Vaccine Training: General Overview of Immunization Best Practices for Healthcare Providers -2020

LANGUAGE SKILLS

- Fluent in speaking and writing Spanish

PROFESSIONAL AFFILIATIONS

- Member, American Public Health Association, January 2021 to present
- Member, American College of Epidemiology, January 2021 to present

Commented [k8]: Focus on recent and relevant achievements.

Commented [k9]: Include those that are job related.