

STEPHANIE MILLER

PROFESSIONAL TITLE

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Address: 123 Main Street, City, State, ZIP

Objective: Job Title of Desired Job (Pay Scale and Grade)

Job Announcement: Job Announcement Number

Special Hiring Authorities: Veterans

Federal Experience: Yes or No (and indicate if Military, Federal, or State Government)

Highest General Schedule Grade: GS-8 (Date – Date)

Security Clearance (if applicable): Level (Active or Not Active)

Citizenship: US Citizen

Desired Location: City, State

Availability: Permanent, Full-Time

SUMMARY OF QUALIFICATIONS

Aim for one introductory paragraph that is detailed and specific to the position you are applying for. This statement should include all of the specific skills that you possess that are directly related to the position you are applying for. Use keywords from the job posting description.

- **Relevant Skill:** Provide more detail about this skill. See example below.
- **Trial Assistance:** Assisted attorneys through 50+ litigation trials, prepared trial documentation, and acted as a liaison among all parties for scheduling and information sharing.
- Next, list your skills directly related to the position you are applying for and be sure to include keywords from the job description.
- Quantify your accomplishments, statistics, numerical results, and any awards or recognition related to those skills and duties.

WORK EXPERIENCE

US FEDERAL RESUME

ANALYST

City, State, ZIP

Dates: Month, Year – Present

Work per week: 40

Grade Level: GS-01

Series: ODRD (Security Administration)

Annual Salary: \$30K



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America's Top Jobs for People Without a Four-year Degree J. Michael Farr,2000-07 Contains the most up to date information on growth earnings and trends in major industries providing more than 100 thorough job descriptions Special sections discuss career planning and job search techniques Also includes an appendix with jobs grouped by education and training required **Online Access** ,1995-07 Beeton's Dictionary of Universal Information. Comprising a Complete Summary of the ... Sciences ... Arts ... Literary Knowledge, Etc Samuel Orchart Beeton,1870 Library Journal ,2002 Includes beginning Sept 15 1954 and on the 15th of each month Sept May a special section School library journal ISSN 0000 0035 called Junior libraries 1954 May 1961 Also issued separately **Ad \$ Summary** ,2006 Advertising expenditure data across ten media consumer magazines Sunday magazines newspapers outdoor network television spot television syndicated television cable television network radio and national spot radio Lists brands alphabetically and shows total ten media expenditures media used parent company and PIB classification for each brand Also included in this report are industry class totals and rankings of the top 100 companies of the ten media

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