(This document should be drafted with 1 inch margins on all sides and typed using an 11-12 point font. Your name can be in a larger font size, but not exceeding 14-point font.)

(Provide your name and limited contact information. Do not put anything in the Word header/footer as scanning programs often do not read them.)

Example: **Dona D. Espai, PhD, CPSSM**

 Ilimitado Cielo, VA

 donadespai@email.net

 (555) 555-5555

(Provide a descriptive title consistent with your summary.)

Example: **LIFT VEHICLE DESIGN EXECUTIVE**

(Write three to four brief statements that make it clear that you are the best person for the job. This summary should make the reader want to go farther into your resume and ultimately invite you to an interview. It must also be aligned with your Marking Plan to make sure that your target company wants you because you’re a fit for their organization. Write it in the third person and make it no more than 100 words.)

Example:

Award winning engineer and space industry leader with 20 years of experience in the development and production of heavy lift vehicles. Solid reputation for delivering high risk, multi-billion dollar projects on schedule and consistently under budget. Committed to the efficient, cost effective supply of equipment and supplies to high earth orbit, and the safe return of all personnel.

**KEY COMPETENCIES**

(Write six to nine competencies that support your leadership and/or technical capabilities. Look to the Lominger, PDI, Center for Creative Leadership and/or the Corporate Leadership Council competency sets for examples that will present your skills accurately.)

Examples:

 Congressional Influence Executive Negotiation Crisis Management

 Lift Vehicle Design Large Project Management Project Cost Control

# **SELECTED ACCOMPLISHMENTS**

(Write three to five strong accomplishment statements that highlight the capabilities you are trying to sell. These statements should include a quantified result followed by a brief statement of the action you took to get the result. Qualified results should be used only if the magnitude of the accomplishment can be clearly understood without quantification. State the issue being resolved if the result does not make the situation clear.)

Examples:

* Successfully increased lift capability of the Andromeda N1B launch vehicle by 21% without increasing propellant requirements by redesigning internal structures and increasing the use of composite materials
* Cut four months from the two year schedule and $300 million from the $2.1 billion budget for the delivery of the first Aquarius IV launch vehicle through effective project management
* Successfully lobbied congress to maintain full funding for heavy lift vehicle development and production when the President failed to include funding in his budget proposal

# **PROFESSIONAL EXPERIENCE**

#### (Provide a one-sentence summary and three to five strong accomplishment statements for each position held. You may eliminate the summaries if the job titles and the accomplishments for all positions provide clarity of scope for each position. For jobs earlier in your career, you may want to include only the job summary to save space. This is critical if you need to cover additional accomplishments for your more recent positions. Also, consider limiting your resume coverage to the last 10-20 years if you are concerned about age discrimination.)

Examples:

#### **Department of Defense**, Washington, DC **2009 to Present**

**Lift Vehicle Industry Liaison**

Act as a liaison between the Defense Department and the Heavy Lift Vehicle industry, and engage with congress to influence adequate funding for needed programs.

* Strong accomplishment 1 (written in the same form as the selected accomplishments above)
* Strong accomplishment 2
* Strong accomplishment 3

#### **Top Secret Industries 1992 to 2009**

**Director, Lift Vehicle Design**, Space City, TX **2005 to 2009**

Directed all aspects of the medium and heavy lift vehicle design program including new materials research, vehicle engineering and final launch system design.

* Strong accomplishment 1
* Strong accomplishment 2
* Strong accomplishment 3

(Place a page number on each page outside of the Word footer.)

Example:

Page 1 of 2

Include contact information at the top of the second page in the main part of the document, not the Word header

**Dona D. Espai, PhD, CPSSM** (555) 555-5555

**Manager, Heavy Lift Vehicle Design**, Saturn, AL **1999 to 2005**

Again, one sentence describing the job duties.

* Strong accomplishment 1
* Strong accomplishment 2
* Strong accomplishment 3

**Specialist, Experimental Lift Vehicle Design**, Saturn, AL **1995 to 1999**

Again, one sentence describing the job duties.

**Guidance and Telemetry Specialist**, Trent, WI **1992 to 1995**

Again, one sentence describing the job duties.

(Document all education that is relevant to the position. Consider eliminating graduation dates if they are older than 10-20 years.)

Examples:

# **EDUCATION AND CONTINUING PERSONAL DEVELOPMENT**

Bachelor of Science, Rocket Engineering, University of Trent, 1989

Master of Science, Rocket and Space Engineering, Saturn Institute of Technology, 1990

Doctor of Philosophy, Rocket and Space Engineering, Saturn Institute of Technology, 1991

Johnson School of Business, Executive Leadership Program, 2001

(Include all memberships and certifications that are relevant to the position.)

Examples:

**PROFESSIONAL MEMBERSHIPS AND CERTIFICATIONS**

American Institute of Rocket Scientists

Institute for Space Systems Management

Certified Professional in Space Systems Management (CPSSM)

Certified Lift Vehicle Control Instructor (CLVCI)

(Do not include hobbies, volunteer work or charity activities unless directly related to the open position. While your employer will be interested in this once you’ve joined their team, and probably at the interview, the inclusion of too much of this type of work may lead the employer to question whether you will have time to execute the job they will be paying you for.)

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