

## **Key Personnel Standard Resume Format**

Name:

Country of Citizenship:

Proposed Title/Assignment on Task Order:

Availability Date and Period of Commitment:

Experience Summary (include detailed description of specific job duties as they relate to each Contract/Task Order/Project):

Current Assignment (include from/to dates):

Current Client/Customer (include current address and telephone number):

Detailed Description of Current Assignment:

Detailed Description(s) of Experience Relevant to Proposed Task Order Assignment:

Detailed Technical Qualifications (include detailed description of special skills and relevant technical training and qualifications):

Education Above High School (include from/to dates, Degree(s), Subject area in which degree(s) obtained, and current address and telephone number of the appropriate office at the educational institution):

Three Knowledgeable Client/Customer Business References (include from/to dates, position of reference, position you held for which the reference is being provided, description of your position and duties at the time the reference is being provided and current address, telephone number, and e-mail address):