Key Personnel Resume Template

INSTRUCTIONS

Complete a copy of this template for each Key Personnel submitted. Additional education, relevant experience, and certifications and affiliations can be included in addition to those provided in this template.

GENERAL INFORMATION

Company Name:
Name:

Proposed Role:

Labor Category:
(Note: Annotate if this is a Substitution per the instructions of the PWS need more information and guidance)

EDUCATION

For each degree earned, provide the following:

Start Date: End Date:
School:
Degree,
Major:

RELEVANT EXPERIENCE

The following format should be used for each client/project:

Start Date:	Date started on project	End Date:	Date rolled-off project
Client/Project:	Identify the Client or Client Type (e.g.; Global Retailer) and Project		
Employer:	Identify Employer at time of experience		
Title:	Identify Job Title at time of experience		
Description:	Provide a brief description of responsibilities for the given experience. Include software version (if applicable) and your relevant project role.		

CERTIFICATIONS & AFFILIATIONS

Certification:	Identify type of certification and a description of the certification, name of certifying activity and date of certification. (Provide Copies of Certs)
Affiliation:	Identify any affiliations, if applicable.

SECURITY INFORMATION

Identify Background Investigation or Security Clearance Information