Civilian Resume Template

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[YOUR NAME]

[City, State] | [Phone] | [Professional email]

Relevant experience

[Employer or organization] — [Accurate job title]

[MM/YYYY–MM/YYYY]

- [Action that demonstrates a requirement of this vacancy.]
- [Relevant action, context and supportable outcome.]
- [Another distinct example if useful.]

[Employer, volunteer organization or project] — [Accurate role]

[MM/YYYY–MM/YYYY]

- [Relevant action and result.]
- [Relevant action and result.]

Education and credentials

[Institution] — [Degree or program; completed date or clearly labeled in progress]

[Exact license/certification name, issuer and current status, when relevant]

Relevant skills

[Only skills and systems you can honestly demonstrate.]

Using this template

Replace every bracketed field. Remove this instruction section and NGA's title/byline/edition before submitting. Keep the content relevant and readable; follow the employer's directions. For federal vacancies use the separate federal template and include announcement-required details. Do not use a civilian template to omit required federal experience dates or hours.