

# Sample Federal Style Resume

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## Pat A. Candidate

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Address  
City, State Zip code  
Home Phone: (123) 456-7890; Work Phone: (123) 456-7890  
Email: sandy@fedjobs.com

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SSN: 123-45-6789  
U.S. Citizenship: Yes

Highest Federal Grade Level: GS-11  
Veterans Preference: N/A

### **OBJECTIVE:**

Background Investigator, GS-1810-11/12, Announcement # 07-195-PAM

### **PROFESSIONAL SUMMARY:**

Experienced and well-educated investigator with 25-years of dedicated service in the capacity of Special Investigator for the Federal Bureau of Investigation (FBI) and Homicide Detective with the D.C. Metropolitan Police Department. Received formal education on investigative techniques and the law circumscribing criminal investigations by earning a Bachelor of Science degree in the Administration of Justice, as well as extensive training at the Metropolitan Police Department Training Academy on the laws of search and seizure, criminal procedure, rules of evidence and various aspects of the District of Columbia and United States Codes pertinent to criminal investigations.

**Competencies:** Investigative Research & Analysis. Criminal Law. Personnel Security. Witness Preparation. Interviewing. Resolution/Crisis Intervention. Public Speaking and Training. Group Dynamics. Conflict Resolution. Team Development. Briefing Skills. Case Management. Standards of Conduct. Negotiation. Mediation. Liaison. Public Integrity. Interpersonal Skills. Adaptable. Flexible.

### **WORK EXPERIENCE:**

#### **Investigations/Compliance Specialist (MS-1801-15)**

D.C. Department of Human Services (DHS)  
2800B New York Ave NE, Washington, DC 20002  
Supervisor: John Doe (555) 555-5555

**07/2005-04/2007**

Salary: \$99,321  
Hours: 40 per week  
Contact: Yes

Under a 2-year term appointment, served as Assistant Chief of the Office of Program Review, Monitoring and Investigations (OPRMI) and Acting Chief of the Office of Investigations and Compliance (OIC). Managed multi-faceted investigative functions of the office ensuring investigations were conducted efficiently and economically within professional standards of adequacy.

#### **Major Duties:**

- Directed the preparation of preliminary, interim and final reports on any and/or all areas of investigative inquiry, fact-finding or verification. Conducted final review, approval and sign-off on investigative reports, monthly statistical reports, critical issues, and front burner reports, as well as other reports and documents, internal and external to DHS.
- Supervised subordinates (Grades 12, 13, and 14) and provided guidance and technical review of assignments, including clerical and other support staff.

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### **Key Accomplishments:**

- In October 2005, appointed as Acting Chief of the Incident Management Investigative Unit (IMIU), which mandates that the Mental Retardation and Developmental Disabilities Administration (MRDDA).

### **Special Investigator**

Federal Bureau of Investigations (FBI)  
1577 Spring Hill Rd, Vienna, VA 22182  
Supervisor: John Doe (555) 555-5555

**01/2004-Present**

Salary: \$50,000  
Hours: 25 per week  
Contact: Yes

As a private contractor under the FBI's Background Investigation Contract Service (BCIS) program, facilitate 8-10 concurrent, thorough, timely and professional background investigations for the Legislative, Executive and Judicial branches of the U.S. Government in order to determine a candidate or applicant's security level and suitability for highly sensitive Federal positions.

### **Major Duties:**

- Conduct extensive interviews (face-to-face and telephonic) with Candidate's former and current colleagues, neighbors, friends, professors, etc. Additional checks may include verification of education, employment and residences within the past 10 years, as well any history of mental health disorders and drug or alcohol abuse.
- Review a wide range of investigative reports and leads in order to determine eligibility for a security clearance. Ensure reports, notes and communication of leads to other FBI offices and dictation of final reports adhere to format requirements and principles as outlined in the "Guide for Conducting and Reporting FBI Background Investigations" manual.

### **Key Accomplishments:**

- Self-motivated individual with the ability to prioritize work in order to complete investigations in a timely manner. Completed many moderately complex investigations involving high-profile individuals, including federal judges and presidential appointees.
- Participate in annual orientations and during breakout sessions, provide input into policies and procedures relative to Personnel Security for the FBI.

### **Coordinator for Investigative Training**

Metropolitan Police Department/Institute for Police Science  
4665 Blue Plains Drive, SW, Washington, DC 20032  
Supervisor: John Doe (555) 555-5555

**08/2003-07/2005**

Salary: \$52,000  
Hours: 40 per week  
Contact: Yes

As Training Coordinator, evaluated and coordinated investigative training courses and programs for 5 units, including: Basic Recruit Training; Professional Development; Academic Services and Studies; Firearms Training; and Specialized Physical and Vehicle Skills in order to improve the quality of training and to ensure compliance with departmental and Federal Memorandum of Agreement (MOA) mandates.

### **Major Duties:**

- Prepared and reviewed daily lesson plans while providing instruction and monitoring recruits and investigators in the areas of: professional development; specialized career development; and academic counseling.

### **Key Accomplishments:**

- Coordinated training seminars and brought in subject matter experts from other police departments and agencies in order to share knowledge on total investigative processes (i.e. polygraph, interrogation, etc.)

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### **Consultant**

Institute of Law and Justice (ILJ)  
1018 Duke Street, Alexandria, Virginia 22314  
Supervisor: John Doe (555) 555-5555

**09/2000-04/2002**

Salary: \$84,000  
Hours: 40 per week  
Contact: Yes

At the personal request of Chief of Police of the D.C. Metropolitan Police Department and through a grant from the ILJ, served as a consultant on the Homicide Case Review Team, which was comprised of 11-retired detectives who reviewed the integrity of open and closed investigations between 1989-2000. This team was formed in part because of a series of articles that ran in the Washington Post in 2000 revealing that a high number of investigations were not being actively investigated and/or missing important documents, which resulted in substantial community outcry demanding results.

### **Major Duties & Key Accomplishments:**

- As a team, reviewed cases from an 11-year period based on the deficiencies revealed in the Washington Post series, and wrote the MPDC's Homicide Standard Operating Procedures, which led to the development of the Targeted Organizational Performance Sessions (TOPS) program.

### **Detective**

Metropolitan Police Department, Criminal Investigative Division  
300 Indiana Ave, Washington, DC 20001  
Supervisor: John Doe (555) 555-5555

**09/1984-09/1993**

Salary: \$83,000  
Hours: 50 per week  
Contact: Yes

Served as Supervisory Investigator and Team Leader for death investigations, including natural deaths in the District of Columbia. Supervised and directed complex, drug related, conspiracy-type homicide investigations that were supported by Law Enforcement Bureaus of the Department of Treasury and Justice.

### **Major Duties:**

- Supervised crime scenes to ensure the integrity of investigative protocols, interviewed witnesses, and interrogated defendants. Gathered intelligence, provided court testimony and expert witness testimony, and assisted prosecuting attorneys with numerous grand jury investigations and trial proceedings, as well as coordinated witness protection protocols with the U.S. Marshal Service.
- Prepared reports and documents, including affidavits in support of arrest and search warrants, as well as prepared press releases and morning reports for the Office of the Chief of Police.
- Conducted extensive records checks to verify criminal history using various computer databases, including: National Crime Information Center (NCIC), Washington Areas Law Enforcement System (WALES); Criminal Justice Information Services (CJIS-WAN); and Columbo Criminal Intelligence System (local system shared with AFT, DEA & FBI on gang information).

### **Key Accomplishments:**

- Coordinated hundreds of death investigations for MPD and the D.C. Chief Medical Examiner (DCME). Personally managed in excess of 50 homicide investigations annually.
- Received a Meritorious Service Award from the Office of the Mayor and four Certificates of Appreciation from the U.S. Attorneys Office for the District of Columbia.
- Participated on a taskforce from 1984-1985 that coordinated a federal investigation involving bribery of public officials and theft from the D.C. Government. The investigative taskforce included the FBI, the MPD, Internal Affairs Division (IA), and investigators from Montgomery and Prince George's County Police Department, resulting with defendants pleading guilty.

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## **EDUCATION:**

- **American University**, Washington, DC; 12/1977  
Degree: Bachelors of Science  
Major: Administration of Justice  
Minor: Corrections Administration  
Quarter Hours: 186  
GPA: 3.00 out of 4.0

## **TRAINING & CERTIFICATION:**

- 2007 – Paralegal Certification; USDA Graduate School; Anticipated Certification Date 12/2007
  - Legal Writing; Legal Reasoning & Analysis; Family Law; Legal Ethics & Law Office Systems
- 2003-2004 – Annual Orientation for Investigators, FBI
- 1999 – Clinical Training, Anger Management, Family and Group Counseling, Certificate of Achievement, Afro-American Graduate School, Outreach Counseling Clinic, Inc.
- 1998 – Substance Abuse and Prevention, D.C. Public Schools
- 1988 – Homicide Investigations, Metropolitan Police Training Academy
- 1986 – Advanced Homicide School, Office of D.C. Medical Examiner
- 1985 – Interview and Interrogation Training, Metropolitan Police Training Academy

## **HONORS & AWARDS:**

- 2004 –Certificate of Commendation, Fraternal Order of Police, National Law Enforcement Officers Memorial
- 1989-1992 – Certificate of Appreciation, Meritorious Service, U.S. Attorney for the D.C. (4)
- 1982 – Certificate of Award, Outstanding Service, Concerned Citizens, Ward 7

## **MEMBERSHIPS & ASSOCIATIONS:**

- American Counseling Association; Member since 2000
- American Association of Christian Counselors; Member since 2000
- Fraternal Order of Police; Member since 1978
- National Association of Retired Policeman; Founding Member

## **COMPUTER SKILLS:**

- Applications: Microsoft Word, Outlook, Microsoft Excel, Access, PowerPoint
- Research: National Crime Information Center (NCIC), Washington Areas Law Enforcement System (WALES); PROMISE; Criminal Justice Information Services (CJIS-WAN); Columbo (local criminal intelligence system on gang information); LexisNexis; WestLaw

## **SELF-CERTIFICATION:**

I certify that, to the best of my knowledge and belief, all of the information on and attached to this resume is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this resume may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

Signature: Pat A. Candidate Date signed: 04/19/2007.