**Name:**  **Jean Smith**

**Address:** 1000 Smith Road

Moab, UT 87568

**Phone:**  970-555-1545(cell)

717-333-4444(work)

**Citizenship:** United States

**Veterans’ Preference:** None

**Highest Grade Held:** GS-0201-09, held 5/23/10 until present

Enter cover letter text here. No more than a few paragraphs. Here are some content suggestions.

Brief description of your work experience

Brief description of your strengths, areas of expertise.

Experience in working with others and/or on teams. Interpersonal skills

Career Goals

**Employment Synopsis:** *I like using this to show the variety of organizations, positions and places I’ve worked without showing all of the work duties for every one if the work duties aren’t relevant to the current application.*

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| **Organization** | **Position Title** | **Dates Served** |
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**Work Experience:** *(Example)*

1. Forest Service, Arapaho Roosevelt National Forest

2282 Center Street

Fort Collins, CO 80532

970-719-6135

JOB TITLE: **Human Resources Specialist**, GS-0201-09

EMPLOYMENT DATES: 5/24/09 to present

POSITION TYPE: Permanent, Full-Time, 40 hours/week

SALARY: $30,000

SUPERVISOR: John Smith, 303-555-6161 (may contact)

I work as part of the Human Resources staff (three employees) for the Arapaho Roosevelt Forest. **I conduct all of the following duties:** *Here’s an example of using bulleting to showcase the skills required as listed in the job announcement*

* **Policy Guidance:** Apply human resources laws, regulations, and principles: I analyze and interpret all manner of human resources references and guidance for management, employees, and applicants. Sources used include the Code of Federal Regulations, Delegated Examining Handbook, The Guide to Processing Personnel Actions, FEHB Handbook, FEGLI Handbook, CSRS and FERS Handbook, etc. I instruct and advise based on regulatory guidance and respond to inquiries from management, employees and the general public. I write interpretations and justification for guidance in the form of illustrated, web-linked emails and documents that are posted on an internal website and emailed to supervisors. I meet with internal and external customers in person and on the phone. I create and deliver PowerPoint presentations to managers and employees on subjects ranging from recruitment and staffing to worker’s compensation and performance management.
* **Recruitment, Staffing, Placement:** Serve as advisor on employee recruitment, staffing and placement activities for a group of 4 parks. I consult with selecting officials to determine recruitment strategy and develop a recruitment package. I review and revise position descriptions, major duties, and basic qualifications statements. I create job announcements in USA Staffing automated staffing system. I staff seasonal, term, and permanent positions up to the GS-11 level, including interdisciplinary and multigrade announcements. I determine qualifications, rate and rank candidates and issue Certificates of Eligibles. I also issue competitive, non-competitive and VRA Merit Promotion certificates.
* **HR Information Systems:** Use reporting functions in FPPS, USA Staffing, and Hyperion regularly to troubleshoot human resources issues and to schedule recruitment. I create all manner of position and personnel reports to respond to manager inquiries. I have written SOPs on these processes and trained co-workers on these systems. I learn easily from printed manuals and am not afraid to test software capabilities. Because of this ability, I have been able to expand my abilities and teach others about HR software systems. I have found ways to use our automated staffing system to filter non-competitive candidates in DEU announcements, send custom letters and messages to applicants, create custom announcement templates, and improve the visual appearance of vacancy announcements.
* **Job Analyses (JA) and Assessment Questionnaires (AQ):** With input from managers and using OPM-approved formats, I have conducted numerous job analyses from GS and FWS position descriptions for various series and grades. I ensure that competencies used in staffing are those identified in the JA process and that task statements used in the assessment questionnaire are in alignment with the JA and follow OPM best practices. I have created numerous JAs and AQs on my own and have documented and tutored a co-worker in the process that I use.
* **Auditing:** Conduct annual audits of case files both internally and participate in region wide audit of other SHRO park units. I independently compiled our last audit report detailing findings (e.g. non-compliance with OPM guidance), actions required by law, and recommendations for best practices.
* **Personnel Action Processing:** Have processed all manner of personnel actions in automated personnel system (Federal Personnel and Payroll System-FPPS) for 175 employees. Double-check all coding, remarks, and position description fields to assure accuracy. I currently review HR Assistant’s work prior to forwarding to central processors at Human Resources Operations Center.

ACCOMPLISHMENTS:

* *Awards, special accomplishments, job related honors, etc.*

**REFERENCES**: *List at least 4-5 in case some are not available when needed.*

Name Phone Number Title

Organization

**RELATED TRAINING:**

|  |  |
| --- | --- |
| **Course Name** *(I create this in Excel, put this in alphabetical order, and then cut and paste into Word)* | **Completion Date** |
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**EDUCATION:**

*University or other educational institution, major, degree, dates of attendance, etc.*

**COMMUNITY SERVICE AND ACTIVITIES:**

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| --- | --- | --- |
| **Organization** | **Role** | **Dates of Service** |
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