



**CIVILIAN CAREER DEVELOPMENT PLAN (CDP)
Resume Template**

(NOTE: This format is mandatory; any deviation from standard format will be rejected)

Length - No more than 4 pages / Font – Times New Roman / Font Size - 12

Include the following items:

Contact Information:

Name

Work: Address, DSN & Commercial Phone, Fax, and E-mail (required)

Experience/Work History:

Title/Series/Grade/Rank

If Supervisor, what level, number of employees supervised

Dates, name of supervisor, agency/company, location, responsibilities/achievements

Education:

School(s) (name and location)

Degree earned, graduation date

Major field of study for each undergraduate and graduate degree

Non-degree studies:

School, location, major field of study, undergraduate/graduate credit hours earned

If in progress, include projected date of completion

Professional Military Education:

School/In-Residence or Distance Learning/Year Completed

If in progress include projected date of completion

Professional Certifications/Licenses (Level):

i.e., acquisition, computer

Defense/Government Sponsored Training (to include leadership training):

Course title, school, date (include sponsoring institution, e.g., Defense Systems Management College, Information Resources Management College, NDU, FEI, OPM or MDC)

Awards/Honors/Skills/Accomplishments:

Awards and year attained, skills, i.e., languages; publications; clearances

Activities/Interests:

Professional memberships, community service, hobbies