

# **NAF CIVILIAN DEVELOPMENTAL PLAN (CDP) Resume Template**

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

**Length - No more than 3 pages**

**Font – Times New Roman**

**Font Size - 12**

**Please be sure to include all of the following items:**

**Contact Information:**

Name

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

**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

Professional Military Education: (Squadron Officer School, Air Command and Staff College, Air War College) Dates completed.

**Experience/Work History:**

Dates, title, grade, agency/company, location, responsibilities/achievements

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

School and course title, date (include sponsoring institution, e.g., AFSVA Courses (in residence and distant learning), Defense Systems Management College, Information Resources Management College/NDU, OPM FEI or Management Development Centers)

**Skills/Accomplishments/Interests:**

Skills, e.g., computer, languages; publications; certifications; licensure; clearances

**Activities and Honors:**

Community service, awards, professional memberships, hobbies