

ATS-FRIENDLY US FEDERAL RESUME TEMPLATE

HANNAH SMITH MILLER

PROFESSIONAL TITLE

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Address: 254 Hilton Road, California,
Los Angeles, 13200

Citizenship: United States

Special Hiring Authority: Veteran/Peace

Corps/Schedule A (if relevant)

Veteran's Preference: No

Highest GS Grade: GS-13, 10/2021 - Present

Desired Locations: Monterey, Dallas

Objective: Program Analyst, Department of Health and Human Services, Announcement: (Insert announcement number), GS: 343-11

SUMMARY OF QUALIFICATIONS

Write a concise paragraph highlighting your relevant skills, years of experience, achievements, and expertise. Extract keywords from the job listing relevant to this section. You can also include a bullet point list of your top relevant qualifications and achievements as follows:

- Extensive experience in developing and managing complex programs, including budget formulation, resource allocation, and performance measurement
 - In-depth knowledge of federal regulations, policies, and procedures related to healthcare programs
 - Expertise in Medicaid, Medicare, and the Affordable Care Act and ensured compliance and adherence to program requirements.
-

WORK EXPERIENCE

INSERT JOB TITLE | 10/2021 - Present

Employer's Name and Location (Include GS Grade if applicable)

Salary: \$5000 USD monthly, **Hours Per Week:** 52

Supervisor: Harry Stanford, +1 222 345 1234 (Permission to Contact)

- Use reverse chronological order, meaning you'll add your most recent relevant job here. Keep things short and concise.
- Use a successful action verb followed by the impact. Whenever possible, quantify the impact with numbers.

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Pat Criscito



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