

Table for Key Personnel Resume Format	
1.	Name of Offeror:
2.	Name of Key Person:
3.	Proposed Position:
4.	Education: Provide degree(s), if any, attained; discipline(s); year(s) degree(s) attained; and institution(s)
5.	Chronological Work History: Start with current position and work backwards.
A.	Name and Address of Firm:
B.	Position(s) Held:
C.	Dates of Employment:
D.	General Summary of Responsibilities: Provide a concise description of major duties and responsibilities for each job relevant to the proposed position. Include special assignments and major accomplishments. List leadership positions, and type and number of personnel supervised.
E.	Name, Title, Phone Number of Supervisor:
Appendix Data to be appended to the Resume (no page limit for Appendix Data):	
6.	Professional Affiliations:
7.	Professional Registration(s):
8.	Awards/Special Recognition/Publications/Patents/Other: (please list but do not attach copies)
9.	References: Name, title, address, telephone number. All should list three references.
10.	Letter of commitment to accept employment on the contract and commitment to stay for the duration
11.	Agreement to relocate to the work area vicinity, as applicable.
12.	Signature of Key Person:
By submission of this information, the Key Person and Offeror authorize CFM to contact references and previous employers to verify accuracy	