

APPENDIX D: KEY PERSONNEL RESUME SHEET

This form must be used to respond to key positions. For each named individual a separate Key Personnel Resume Sheet must be submitted.

Vendor Organization: _____

Key Position: _____

Candidate:

Full Name: Last _____ First _____ MI _____

Address: _____

City _____ State _____ Zip _____

U.S. Citizen ___ Non-U.S. Citizen ___ Visa Status _____

Status: Employee ___ Self-Employed ___ Subcontractor (Name): _____

Other: _____

Education:

Highest Completed:	Some HS _____	HS or GED _____	Associate _____	Bachelor's _____	Master's _____	Doctoral _____
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List most recent first, all secondary and post-secondary education (high school, GED, colleges, and universities) attended. Do not include copies of transcripts unless requested. Add additional rows if necessary.

School Name	Degree/Major	Degree Earned	Year Received

Work Experience:

Describe your work experience related specifically to the Request for Proposal to which you are responding. Please list most recent job first. To add work experience, copy the format below and add additional sheets as needed.

Work Experience #1:			
Job Title: _____			
From _____	To _____	Reason for Leaving: _____ _____ _____	Hours per week _____
Describe your duties and responsibilities as they relate to the Request for Proposal: _____ _____ _____			

Work Experience #2:			
Job Title: _____			
From _____	To _____	Reason for Leaving: _____ _____ _____	Hours per week _____
Describe your duties and responsibilities as they relate to the Request for Proposal: _____ _____ _____			

Work Experience #3:			
Job Title: _____			
From _____	To _____	Reason for Leaving: _____ _____ _____	Hours per week _____
Describe your duties and responsibilities as they relate to the Request for Proposal: _____ _____ _____			

Work Experience #4:			
Job Title: _____			
From _____	To _____	Reason for Leaving: _____ _____ _____	Hours per week _____
Describe your duties and responsibilities as they relate to the Request for Proposal: _____ _____ _____			

Professional References:

List Three Professional References below.

Reference #1		
Name _____	Title _____	Organization _____
Address _____	Phone Number _____	E-Mail Address _____
Reference #2		
Name _____	Title _____	Organization _____
Address _____	Phone Number _____	E-Mail Address _____
Reference #3		
Name _____	Title _____	Organization _____
Address _____	Phone Number _____	E-Mail Address _____