**Private-Sector Résumé Template for Former Federal Employees**

Focus on achievements and results rather than just responsibilities. Use metrics and impact statements where possible. Replace federal jargon with private-sector terminology for broader appeal. Customize this template by adjusting the sections to fit your background and target job. Keep the font simple, no visuals – and no mor than two pages (one is ideal)

**[Your Name]**

[Your Phone Number] | [Your Email Address] | [LinkedIn Profile] | [City, State]

**Professional Summary**

Results-driven [Job Title] with [X] years of experience in [industry/sector]. Proven expertise in [key skill], [key skill], and [key skill]. Adept at translating complex government operations into actionable strategies that drive efficiency, cost savings, and stakeholder engagement. Seeking to leverage federal experience in [target industry] to contribute to [company goal or mission].

**Core Competencies**

Project Management | Process Improvement | Stakeholder Communication | Data Analysis | Budget Oversight | Compliance & Risk Management | Leadership & Team Coordination

**Professional Experience**

**[Most Recent Federal Job Title]**  
[Agency/Department Name] | [Dates of Employment]

* Translated government policy into streamlined operational strategies, resulting in [measurable impact, e.g., "20% reduction in processing time"].
* Managed [X] projects with budgets of [$X], ensuring timely delivery and compliance with [regulations].
* Led cross-functional teams of [X] personnel to drive [key initiative or improvement].
* Analyzed and interpreted data to inform strategic decisions, reducing inefficiencies by [X%].

**[Previous Federal Job Title]**  
[Agency/Department Name] | [Dates of Employment]

* Spearheaded [initiative] that led to [specific result].
* Oversaw [process or policy] that improved [efficiency/cost savings].
* Collaborated with [external agencies/private sector partners] to achieve [key goal].

**Education & Certifications**

**[Degree Earned]**, [University Name] – [Year]  
Relevant Coursework: [If applicable]

[Relevant Certification] – [Issuing Organization] (Year)  
 [Relevant Certification] – [Issuing Organization] (Year)

**Technical Skills & Tools**

* [Software/Systems, e.g., Microsoft Office, Salesforce, Tableau, SQL]
* [Project Management Tools, e.g., Jira, Asana, Trello]
* [Other Relevant Technical Skills]

**Additional Information (Optional)**

* Security Clearance (if applicable)
* Languages Spoken (if applicable)
* Volunteer Work or Professional Associations (if relevant)