



IETA RESUME

Last Name: _____ First Name: _____

Phone number (work): _____ Mobile number (work): _____

E-mail address (work): _____ Job Series: _____

Agency or Office: _____

Job title: _____ Grade or CC rank: _____

Officer category (if applicable): _____

Are you a Returned Peace Corps Volunteer (RPCV)? Yes No

If YES, what country(ies): _____

Do you have a U.S. Government security clearance?

Yes No

If YES, Level: _____ Expiration Date: _____

Do you have a U.S. Government official passport (maroon)?

Yes No

If YES, Expiration Date: _____

Do you have a U.S. Department of State medical clearance?

Yes No

If YES, Date of Clearance: _____

SKILLS

Select all of your relevant education, training, skills, and experiences for which you are able to provide expert technical assistance.

- Behavioral and Social Science
- Biostatistics
- Clinical Trial Design/Management
- Clinician, (specify type): _____
- _____
- Communications and Public Affairs
- Compliance
- Contract Management: Current level: _____
- Cooperative Agreement/Grant Management
- Economics
- Emergency Preparedness and Response
- Engineer
- Environmental Science
- Epidemiology/Surveillance
- Financial Management
- Global Health
- Health Education/Health Promotion
- Human Resources
- Informatics
- Information Technology
- Instructional Design and Facilitation
- Laboratory Science
- Law
- Management and Operations
- Monitoring and Evaluation
- Partnership Engagement
- Policy
- Program Implementation/Management
- Quality Control
- Scientific Review and Clearance
- Scientific Writing
- Strategic Planning
- Study Design/Management
- Workforce Diversity, Equity, Inclusion and Accessibility (DEIA)
- Other:



PERSONAL STATEMENT

Describe your career goals and how the IETA program will help you achieve your professional goals.

Describe the knowledge, skills, and experiences you want to gain through the IETA field assignment.

CERTIFICATIONS AND PROFESSIONAL LICENSURE

Description	Organization	Expiration Date
1.		
2.		
3.		
4.		
5.		

EDUCATION

Degree	Speciality	College/University	Month/Year Received (Actual/Projected)
1.			
2.			
3.			
4.			



WORK EXPERIENCE

Describe your current position and up to two additional past positions of your choice. You have the option to include a temporary duty assignment as one of those positions.

POSITION 1

Dates: _____ **Grade/Billet:** _____ (*other, specify:* _____)

Position Title: _____

Agency or other employer organization: _____

List up to 5 Duties:

1. _____
2. _____
3. _____
4. _____
5. _____

List up to 7 Accomplishments in this Position:

1.
2.
3.
4.
5.
6.
7.



POSITION 2

Dates: _____ Grade/Billet: _____ (other, specify: _____)

Position Title: _____

Agency or other employer organization: _____

List up to 5 Duties:

1. _____
2. _____
3. _____
4. _____
5. _____

List up to 7 Accomplishments in this Position:

1.
2.
3.
4.
5.
6.
7.



POSITION 3

Dates: _____ Grade/Billet: _____ (other, specify: _____)

Position Title: _____

Agency or other employer organization: _____

List up to 5 Duties:

1. _____
2. _____
3. _____
4. _____
5. _____

List up to 7 Accomplishments in this Position:

1.

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2.

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3.

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4.

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5.

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6.

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7.

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LANGUAGES

List the language(s) that you speak and/or read and your proficiency level:

Proficiency level	Language capability requirements
1-Elementary	Sufficient capability to satisfy basic survival needs and minimum courtesy and travel requirements.
2-Limited working	Sufficient capability to meet routine social demands and limited job requirements. Can deal with concrete topics in past, present, and future tense.
3-General professional	Able to use the language with sufficient ability to participate in most formal and informal discussion on practical, social, and professional topics. Can conceptualize and hypothesize.
4-Advanced professional	Able to use the language fluently and accurately in all levels normally pertinent to professional needs. Has range of language skills necessary for persuasion, negotiation, and counseling.
5-Functionally native	Able to use the language at a functional level equivalent to that of a highly articulate, well-educated native speaker.

Source: [U.S. Government Interagency Language Roundtable, GAO-17-316](#)

Language	Speaking Ability	Reading Ability
1.		
2.		
3.		
4.		
5.		

AGENCY AND/OR USPHS DEPLOYMENTS (LIST UP TO 3)

DEPLOYMENT 1

Agency/USPHS: _____

Mission: _____

Role: _____

Start Date: _____ End Date: _____ Location: _____

Accomplishments (up to 3)

1.
2.
3.



DEPLOYMENT 2

Agency/USPHS: _____

Mission: _____

Role: _____

Start Date: _____ End Date: _____ Location: _____

Accomplishments (up to 3)

- 1.
- 2.
- 3.

DEPLOYMENT 3

Agency/USPHS: _____

Mission: _____

Role: _____

Start Date: _____ End Date: _____ Location: _____

Accomplishments (up to 3)

- 1.
- 2.
- 3.

ADDITIONAL INFORMATION (UP TO 8 LINES)