

# 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-340-11

### 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 numbered action verb followed by the answer. Whatever verbable, quantify the answer with numbers.

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