

APPENDIX M, Amendment 000003

APPLICATION INSTRUCTIONS – RESUME TEMPLATE
(applicable to *Demos*, *Risk Reduction*, *ARC-20*)

In preparing the application, resume information must be submitted for key personnel. Below is a resume format that may be used when submitting this information. The resume template is optional for use – applicants may use their own resume formats; but, all information required by it must be submitted. Each resume has a 2-page limit. However, resume pages are not included in the overall Project Narrative File page count.

Name of Key Person:

Name of Offeror:

Proposed Position with Offeror:

Name of Company with whom Key Person will be Employed:

Duties and Responsibilities in Proposed Position:

Education: (Provide degree(s) earned, discipline(s), year(s) degree(s) attained, and institution(s); if degree is incomplete, identify the number of hours earned towards degree.

Experience: (Starting with current position and working backwards: Identify, name and address of employer, dates of employment, position titles, specified duties and responsibilities, and name, title and phone number of supervisor. Address specific information on the qualifications, experience, and demonstrated performance relevant to the proposed position, including individual leadership and technical expertise qualities).

Citizenship: (Include any dual citizenship, if applicable)

Professional Affiliations, Registrations, Certifications and Licenses:

Publications, Awards, Honors and Professional Recognition: (Please list, but do not attach copies)

Professional Development: (Attach a list of all special/job related training. This is excluded from the page limitation specified in Section L)

Three References:

(Name, title, company/organization, address, phone number and e-mail address)

Key Personnel Pledge Letter: ~~Attached to the resume is the Key Personnel Pledge Letter As a separate attachment to the resume~~ (i.e., not included in the resume’s 2-page limit), ~~include a Key Personnel Pledge Letter~~. This letter, from each key person proposed, should specify the key person’s commitment to successfully accomplish the project . Include an estimate of how long the key person intends to work on the project (e.g., which budget periods, and approximately how long/how many hours/percentage of time will be dedicated to the project) and in what capacity to help ensure the project’s success.

The Key Personnel Pledge Letter is excluded from the Resume 2-page limit.

Name File: Resume “Last Name” [insert application ID#]

~~Key Personnel Pledge Letter [insert application ID#]~~