

This form is available online at <http://www.fedcareer.info> and meant to be used in conjunction with [Take Charge of Your Federal Career](#); A Practical, Action-Oriented Career Management Workbook for Federal Employees by Dennis V. Damp

The Workbook can be ordered for \$29.95

Call 1-800-782-7424 (All major credit cards accepted)

WORK EXPERIENCE PROFILE

Complete a Work Experience Profile form for each occupation that you held, including military service and volunteer work with associations and organizations. Use additional blank sheets if necessary.

Date: _____

Profile # ___ of ___

Agency/Company/Military Unit:

Address:

City:

State:

Zip:

Supervisor's Name and Title:

Employment Dates:

Position(s)/Series & Grade(s) Military Rank:

Duties and Responsibilities: *(Highlight Duties Liked)*

Accomplishments *(Include awards or commendations):*

Skills, Knowledge and Abilities Used *(Highlight "Transferables")*

Details and Temporary Promotions:

Reason for Leaving: