

## Sample Resume

Jane Doe  
66 Walden Pond Lane  
Lexington, MA 55555  
HM: (555) 555-5555  
WK:(555) 555-5555  
Email: janedoe@spacelab.gov

### EXPERIENCE

15 May 1999 to Present  
Aerospace Engineer GS-861-12  
U.S.Space Laboratory  
337 Post Road, Newton, MA 55551  
Mr. John Smith, (617) 871-4586  
Date of Last Promotion: May 2000

Conducts thermal analysis, design and testing for large spacecraft and space instrument systems. Develops qualification requirements for new thermal technologies. Performs heat transfer analysis by constructing mathematical models, running parametric studies, evaluating design concepts, making tradeoffs, performing sensitivity studies and documenting results of these analysis. Defines thermal system and subsystem hardware requirements and procures the defined hardware. Reviews and approves plans and specifications for spacecraft, instruments and subsystems.

15 May 1998 to 14 May 1999  
Aerospace Engineer  
Spacecraft Technologies  
99 Blossom Center, Newton, MA 55551  
Ms. Marjorie Flowers, (617) 871-4586

Conducted heat transfer analysis on spacecraft and instrument subsystems. Developed computer models to perform tests and analysis on thermal control devices to resolve issues and problems and make design recommendations. Designed the test configuration and defined the test conditions and test predicts.

### EDUCATION

BS in Chemical Engineering, 1997, University of Connecticut,  
MS in Aerospace Engineering, 1998, Massachusetts Institute of Technology

TRAINING: Contracting Officer's Technical Representative Training (8/00)

APPRAISALS & AWARDS: Outstanding Performance 5/00, Special Act Award, 11/01

## Supplemental Information

Name – Fields, Heather NMI

Veteran's Preference - None

You may contact my current supervisor

Employment Category - None

OPM/DEU Consideration - No

Highest Grade Held - GS-12, 15 May 2000 to present

Buyout/VSIP - No

Interagency Career Transition Program - None