

KEY PERSONNEL RESUME ELEMENTS

1.	Name of Offeror:
2.	Name of Key Person:
3.	Proposed Position Title:
4.	Duties and Responsibilities of the proposed position including elements of the performance work statement assigned. A. Explain why this position is considered “key” to this contract.
5.	Chronological Work History: Start with current position and work backwards. A. Name and Address of Firm: B. Position(s) Held: C. Dates of Employment: D. General Summary of Responsibilities: Provide a concise description of major duties and responsibilities for each job relevant to the proposed position. Address specific experience as it relates to managing a program of the nature, size, and complexity of the proposed work.
6.	Education: Provide degree(s) attained; discipline(s); year(s) degree(s) attained; and institution(s).
7.	Citizenship:
8.	Level of Security Clearance:
9.	References – 3 per key person: (Name, Title, Address, Phone, Email)
10.	Explanation of how the individual’s education, skills and experience have prepared him/her for the proposed duties and responsibilities of the proposed position.
Signature of Key Person:	
By submission of this information, the Key Person and Offeror authorize DOE/NNSA to contact references and previous employers provided to verify accuracy.	

Each resume shall be limited to 3 pages including position description.