



Information Needed in a Resume Fact Sheet

Issue:

The Center for Verification and Evaluation (CVE) outlines elements and information needed in resumes in support of a firm's verification application.

Discussion:

All owners associated with the firm applying for verification are required to submit a resume. The resume is an essential document which supports the verification application by demonstrating the Veteran(s) owner's ability to control and manage the applicant firm. The resume is reviewed to determine if the Veteran(s) has the experience, education, and expertise needed to operate and manage the firm.

Not providing a resume and vital information therein can delay processing a verification application or in some cases, may even lead to a negative determination. Here are some elements and information which need to be included in the resume:

A descriptive listing of jobs/experience in chronological order

- ✓ List the most current positions first.
- ✓ Include the start and end date for each position listed.
- ✓ List the position titles for each job

Describe duties for the positions listed

- ✓ Be clear, concise, and include all work experience related to the type of work performed by the applicant firm.
- ✓ Include previous experience and elaborate when necessary to emphasize.

- ✓ Avoid generalizing tasks.

Provide basic information

- ✓ Include identifying information—for example, your name and address.
- ✓ List all applicable education, professional licenses and/or certifications and trainings. Please note, CVE may request documentation supporting any education, licenses, or training reflected on the resume.

Include the firm listed in the verification application

- ✓ The applicant firm must be listed in the history of jobs held.

For additional information on navigating the verification process, please consult a [PTAC Counselor](#) or utilize any of the following:

[Verification Assistance Program](#)

[Verification Assistance Briefs](#)

[Verification Self-Assessment Tool](#)

[CVE Verified Counselors](#)

Visit <http://www.VetBiz.gov> for more information about CVE and the Verification Process.

The Center for Verification and Evaluation

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Monday-Friday

8 a.m. to 8 p.m. (Eastern)

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