



Resume Requirements for the Verification Application Fact Sheet

Summary:

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 that includes vital information can delay processing a verification application or, in some cases, may lead to a negative determination.

Below are elements and information that need to be included in the resume:

A descriptive listing of jobs/experience in chronological order.

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

Describe duties for the positions listed.

- Be clear and 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
- Articulate managerial experience in the industry in which the firm is conducting business

- Avoid generalizing tasks

Provide basic information.

- Include identifying information (e.g., 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.

- Applicant firm must be listed in the history of jobs held

RESUME CHECKLIST

- Veteran business-owner's name is included as it appears on the VA 0877 Form
- Veteran's business address is included
- Include a descriptive listing of the Veteran business-owner's jobs/experience
- Information clearly explains the Veteran's ability to manage the organization with respect to the **complexity** and **size** of the firm and the industry in which the firm is doing business
- Above descriptive listing is in chronological order (include start and end dates of employment)
- Information includes all applicable education, professional licenses, and/or certifications and trainings as it relates to the work the firm will be engaged (If you have a NAICS code on your profile which requires specialized training and/or certificates, please upload evidence of applicable course completion, and/or copies of the licenses/certifications to your profile.)



– Firm for which the verification application was submitted is included (with information about the current position held and job duties within the applicant firm)

Quickly access VA verification application resources via [Verification Assistance](#).

For more information about VA Small and Veteran Business Programs, visit <http://www.va.gov/osdbu>.

**Center for Verification and Evaluation
Office of Small and Disadvantaged
Business Utilization**

1-866-584-2344

Monday–Friday

8 a.m.–6 p.m. (Eastern)

Status Update:

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