

**SUPPLEMENTAL NOMINEE INFORMATION FOR DCELP**

**DEFENSE CIVILIAN EMERGING LEADER PROGRAM (DCELP)**

**RESUME TEMPLATE (MAXIMUM OF 6 PAGES)**

Please be sure to include all of the following items:

**Contact Information:**

Name

Home: Address, Phone, Fax, and E-mail (optional)

Work: Address, Phone, Fax, and E-mail (required)

**Education:**

School(s) (name and location)

Degree earned, graduation date

Major field of study for each undergraduate and graduate degree

Non-degree studies:

School, location, major field of study, undergraduate/graduate credit hours earned

**Experience/Work History:**

Dates, title, grade, agency/company, location, responsibilities/achievements. Focus on results.

Be sure to highlight position(s) involving formal supervisory experience. Also, include grade/rank for each position.

**Defense/Government Sponsored Training** (to include leadership training):

School and course title, date (include sponsoring institution, e.g., Defense Systems

Management College, Information Resources Management College/NDU, OPM FEI or

Management Development Centers)

**Skills/Accomplishments:**

Skills, e.g., computer, languages; publications; certifications; licensure; clearances

**Activities and Honors:**

Community service, awards, professional memberships, hobbies