

## **DATA ITEM DESCRIPTION**

**Title: Personnel Resumes**

**Number: DI-MGMT-81597**

**Approval Date:** 2 February 2001

**AMSC Number:** G7416

**Limitation:** None

**DTIC Applicable:** No

**GIDEP Applicable:** No

**Office of Primary Responsibility:** G/TS-ALS

**Use, Relationships:** Personnel resumes shall be prepared to list the background and experience of a candidate for employment or for replacement of an existing employee.

This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

### **Requirements:**

Format. Resumes shall be prepared on 8.5 x 11 inch paper.

Content. Each resume shall contain the following:

- a. Full name
- b. Social Security Number
- c. Date and Place of Birth
- d. Skill level assignment
- e. Education
- f. Work Experience
- g. Special Skills
- h. Interests
- i. References
- j. Phone number and address

**END OF DI-MGMT-81597**