

NOTE: Make sure your security clearance and the vacancy announcement number is at the top of page one.

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NOTE: When applying for a job on USAJOBS, we recommend you use this USAJOBS resume format.

NOTE: Always use a chronological resume format for a federal resume.

CLEARANCE: TS/SCI, CI Scope Polygraph
JOB TITLE: INTELLIGENCE RESEARCH SPECIALIST
ANNOUNCEMENT NUMBER: XXX-XXX-1234567-XX-XX

WORK EXPERIENCE

NOTE: List each KSA inside each work history Duties and Responsibilities section. Write directly to each KSA for each work assignment. You are given space inside the USAJOBS resume builder for up to 5,000 characters. So, add lots of detail and quantify everything.

JUL 12 TO PRESENT

SENIOR ALL-SOURCE INTELLIGENCE OFFICER; Hours: 60 hours / week
Employer: United States Army, xx Infantry Brigade Combat Team, xx Brigade
Address: Building xx, Fort Benning, GA 31905

Supervisor: Mr. John Smith, email@address.com, (xxx) xxx-xxxx; Contact: Yes
DUTIES AND RESPONSIBILITIES

KSA 1. KNOWLEDGE OF FEDERAL LAWS AND REGULATIONS. I am trained as a Federal Protection (FP) Intelligence Officer within my organization, which requires research and analysis of terrorist acts (18 US Code Chapter 113), insider threat activities, espionage (under 18 US Code Chapter 37) and criminal activities under 18 US Code. I provide daily threat assessments, which considers issues such as insider threats and terrorists.

KSA 2. SKILL IN THE USE OF INVESTIGATIVE/DETECTION TECHNIQUES. In accordance with Intelligence Community Directive (ICD) 203, Analytical Standards, and DoD 5240.18, Counterintelligence Analysis and Production, I research and analyze all-source information and intelligence using M3 and INTELLINK for research and intelligence briefings. As well, I use DCGS-A, TIGR, PALANTIR, CPOF, M3, HOTR, C

NOTE: Since the listings on USAJOBS are generally written in present simple tense, you should write your current work experience in simple present or present continuous tense. All previous work experience should be written in simple past tense.

KSA 3. ABILITY TO ANALYZE/EVALUATE INTELLIGENCE INFORMATION. I analyze over 352 all-source intelligence reports and law enforcement / FBI intelligence information reports from a variety of sources and databases such as M3, HOTR, CIA WIRE, INTELLINK and DAIS.

KSA 4. ABILITY TO COMMUNICATE ORALLY AND IN WRITING. As a primary staff officer, I briefed over 50 briefings to the senior command team within the organization. I also brief the Battalion clearance status of 750 personnel and 400 clearances, security inspections status, and intelligence training status. I drafted SOPs for the Bn on INFOSEC, Emergency Evacuation and Destruction of Classified Material, and Physical Security in accordance with AR 380-67, AR 380-5, AR 190-13, AR 190-11, AR 190-51, AR 380-10, AR 525-2, Program, Number 2000.12, AR 381-10.

JUL 09 TO JUL 12

SENIOR ALL-SOURCE INTELLIGENCE OFFICER; Hours: 50 hours / week
Employer: United States Army, xx Cavalry Regiment, xx Field Artillery Squadron
Address: Building xx, Frankfurt, Germany, APO AE xxxxx

Supervisor: COL Jim Smith, email@address.com, (xxx) xxx-xxxx; Contact: Yes
DUTIES AND RESPONSIBILITIES

KSA 1. KNOWLEDGE OF FEDERAL LAWS AND REGULATIONS. While deployed, I was responsible for AT/FP of Forward Operating Base Walton, which included several hundred U.S. Army soldiers, contractors and civilians. I was responsible for working with CI Special Agents to screen for insider threats, and along the perimeter (e.g. biometrics and physical barriers), and approving reports.

NOTE: Always mark "Yes" when asked if your supervisor can be contacted.

KSA 2. SKILL IN THE USE OF INVESTIGATIVE/DETECTION TECHNIQUES.

NOTE: It's ok if you cannot answer a KSA for a specific work assignment, if you have answered it thoroughly and in detail in other work assignments.

KSA 3. ABILITY TO ANALYZE/EVALUATE INTELLIGENCE INFORMATION. My most significant analytical assessment was my predictive analysis on enemy activity in Kandahar City leading up to the 2014 presidential elections. IAW ICD 203, Analytical Standards and DoD 5240.18, CI Analysis and Production, I researched and analyzed all source information and intelligence and wrote tactical, operational and strategic-level finished intelligence products. I spent a

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significant amount of time using Palantir and M3 for the enemy situation. Additionally, I am familiar with DCGS-A, TIGR, PALANTIR, CPOF, M3, HOTR, CIA WIRE, INTELLINK and DAIIS

KSA 4. ABILITY TO COMMUNICATE ORALLY AND IN WRITING. I developed collection plans that were comprehensive, as we had a number of assets at our disposal. I developed over to at least 2 Regional Commands and CIA officers. I participated in inter-agency commitments in accordance with the commander's intent. I wrote 30 weekly reports for Kandahar City.

NOTE: Make sure to include all databases, equipment and policies/regulations for each particular work assignment

JUL 06 TO JUL 09

SENIOR INTELLIGENCE ANALYST; Hours: 60 hours / week

Employer: United States Army, xx Cavalry Regiment, Headquarters and Headquarters Troop

Address: Building xx, Camp Zama, Japan, APO AP 96338

Supervisor: MAJ Jeremy Smith, email@address.com, (xxx) xxx-xxxx; Contact: Yes

DUTIES AND RESPONSIBILITIES

KSA 1. KNOWLEDGE OF FEDERAL LAWS AND REGULATIONS. I was the AT/FP Officer within my organization, which required research and analysis of terrorists IAW the UCMJ, 18 US Code Chapter 113, Chapter 37.

KSA 2. SKILL IN THE USE OF INVESTIGATIVE/DETECTION TECHNIQUES. I used and am intimately familiar with DCGS-A, TIGR, PALANTIR, CPOF, M3, HOTR, CIA WIRE, INTELLINK, DAIIS.

KSA 3. ABILITY TO ANALYZE/EVALUATE INTELLIGENCE INFORMATION. During (24-hour) battlefield exercises, I analyzed reports in order to compile information. I was responsible for a high volume and variety of reports and briefings.

NOTE: Make sure to use/disperse all key words and verbs, within the vacancy announcement questionnaire and job description, throughout your resume.

KSA 4. ABILITY TO COMMUNICATE ORALLY AND IN WRITING. I was responsible for intelligence pertaining to Europe and Africa. I briefed the Bde Cdr on a bi-weekly basis, during which I always presented enemy and threat information on my area. I producing bi-weekly briefings, for a total of at least 18 presentations and 36 written reports. I also completed a series of briefings for partnership events with NATO allies.

NOTE: Add and "Additional Experience" paragraph for work experience that does not associate with the KSAs.

ADDITIONAL EXPERIENCE:

I also served as the Senior Security Officer for the organization to supervise personnel, physical and information security programs, and to maintain equipment worth over \$2M dollars. I was responsible for the management of the Sensitive Compartmented Information Facility (SCIF) and Top Secret clearances/indoctrinations. Regulations and policies that I adhered to were AR 380-5, AR 190-13, AR 380-67, AR 190-11, AR 190-51, AR 380-10, AR 525-2, and AR 381-10.

NOTE: If you don't have a degree, make sure you list the type of degree you are trying to obtain, your total college credit and the expected graduation date.

EDUCATION:

DEGREE: Bachelor of Science

DATE GRADUATED: 21 May 2011

UNIVERSITY: US

MAJOR: Foreign L

JOB RELATED TRAINING:

Security Education Training and Awareness

Fort Benning, GA

2014

Military Intelligence Basic Officer Leader Course

Fort Huachuca, AZ

2011

LANGUAGES:

Chinese-Mandarin (DLPT)

Listening 1 / Reading

JOB RELATED SKILLS: Microsoft Office; DCGS-A, TIGR, PALANTIR.

NOTE: List all training in chronological order with the most current at the top. Under Job Related Skills, list all databases, equipment, software, etc. that you have experience using.

JOB RELATED CERTIFICATES AND LICENSES: N/A