



## **RESUME SAMPLE FOR DOD LEADER DEVELOPMENT PROGRAMS**

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

**STATEMENT OF INTEREST FOR DoD LEADER DEVELOPMENT PROGRAMS**

The Statement of Interest should not repeat information in the resume, information sheet, or other supplemental materials required for specified program. Rather, it should focus on why you should be selected as a participant in the specified DoD Leader Development Program.

Address, in 500 words or less, the following:

- what you consider to be your major strengths and qualifications for the program
- the contributions you will add/bring to the program
- how attending the program fits into your professional career development plan
- the return on investment to your Component/organization and to the Department of Defense
- reason for requesting the desired PME school (*DSLDP Only*)

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

*This part is to be completed by the nominee's immediate supervisor who is thoroughly familiar with his/her performance in order to assess his/her leadership potential.*

**Nominee's Name:** \_\_\_\_\_

**Current Position:** \_\_\_\_\_

**Current Position level:**     **Employee**     **Team Leader**  
     **Intern**         **Member of Fellowship Program**

Please rate the nominee's PROFICIENCY in each of the following competencies:

Competencies	Current Proficiency		
	Needs Development <sup>1</sup>	Proficient <sup>2</sup>	Outstanding/ A Personal Strength <sup>3</sup>
Interpersonal Skills			
Integrity/Honesty			
Written Communication			
Oral Communication			
Continual Learning			
Public Service Motivation			
Leveraging Diversity			
Flexibility			
Resilience			
Computer Literacy			
Problem Solving			
Customer Service			
Technical Credibility			
Mission Orientation			
Team Building			
Decisiveness			
Influencing/Negotiating			
DoD Mission and Culture			

<sup>1</sup> Applies the competencies in somewhat difficult situations; requires frequent guidance.

<sup>2</sup> Applies the competencies in difficult situations; requires only occasional guidance.

<sup>3</sup> Applies the competencies in exceptionally difficult situations; serves as a key resource and advises others.

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

**Supervisory Narrative**

In at least 250 words, provide a narrative that cites your unique perspective on the nominee's proficiencies indicated above.

**Supervisory and Leadership Endorsement**

Based on my personal experience and discussions with this nominee, knowledge of his/her current/past performance, and review of his/her application package, this nominee is:

Ready Now     Ready in 1 year upon DCELP Completion     Other (Please explain)

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

**Immediate Supervisor Title:** \_\_\_\_\_

**Immediate Supervisor E-mail:** \_\_\_\_\_

**Immediate Supervisor Phone:** \_\_\_\_\_

\_\_\_\_\_  
Immediate Supervisor Signature Date

**Second Level Supervisor Title:** \_\_\_\_\_

\_\_\_\_\_  
Second Level Supervisor Signature Date

**Understanding of Program Requirements**

**I have read and understand the DSLDP program requirements and acknowledge some requirements may involve time during regular duty hours to complete. I have also spoken with my organizational/Component leadership to ensure they understand these requirements as well.**

\_\_\_\_\_  
Nominee's Signature Date

\_\_\_\_\_  
Supervisor's Signature Date

**BIOGRAPHY SAMPLE FOR DoD LEADER DEVELOPMENT PROGRAMS**

**Name**  
**Title**  
**Component/Organization**

*<Insert a One Paragraph Narrative beginning here>*

**CAREER CHRONOLOGY:**

- 
- 
- 

**COLLEGE:**

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- 
- 

**SIGNIFICANT TRAINING:**

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- 

**CERTIFICATIONS:**

- 
- 
- 

**AWARDS AND HONORS:**

- 
- 
- 

**PROFESSIONAL MEMBERSHIPS AND ASSOCIATIONS:**

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