

Key Personnel Resume Worksheet

1. Name:	2. Current Title/Job Position:	3. Length of Time in Present Position:
4. Proposed Title/Job Position:		
5. Education		
6. Experience:		

7. Acquisition of Key Person (Program Manager):

Not required for representative personnel. Space may be used to expand blocks 5 and 6.

Instructions**Key Personnel/Representative Personnel Resume Worksheet**

1. **Name:** Name of proposed key person (Program Manager)/representative person.
2. **Current Title/Job Position:** Current Title/Job Position of proposed key person (Program Manager)/representative person.
3. **Length of Time in Present Position:** Number of months and years proposed key person (Program Manager)/representative person has been in present position.
4. **Proposed Title/Job Position:** Program Manager/labor category to be filled by proposed key person (Program Manager)/representative person.
5. **Education:** Address the proposed key person's (Program Manager)/representative person's educational background. Include the date(s) the proposed key person (Program Manager)/representative person acquired the education.
6. **Experience:** Address the proposed key person's (Program Manager)/representative person's prior related experience, training, and specific scientific or technical accomplishments in related or similar work. Include the date(s) the proposed key person (Program Manager)/representative person acquired such experience, training, and/or accomplishments. Provide an explanation of how such experience, training, and accomplishment(s) are applicable to the tasks that the proposed key person (Program Manager)/representative person will be assigned to perform.
7. **Acquisition of Key Person (Program Manager):** If the proposed key person (Program Manager) is not currently available, describe your plan to acquire the needed key person by contract start date.

Note: Blocks 5 and 6 may be expanded to accommodate response for the Program Manager and is limited to 3 pages. The response for each proposed representative person is limited to 1 page.