

ATTACHMENT L-2 - KEY PERSONNEL STANDARD RESUME FORMAT

(Resume must not exceed four (4) pages in length for each Key Personnel)

Note: The Offeror may amend the format for Attachment L-2, “Key Personnel Standard Resume Format”, as long as the exact information, font and 12-point or larger size (per DOE-L-2001) for the majority of information is utilized (other than supplemental charts, tables, and diagrams), and page limitations are followed.

Name of Key Person:

Name of Offeror:

Proposed Position with Offeror:

Availability Date and Period of Commitment: (Insert [month/date/year] for availability date; period of commitment shall be reflected from the effective date of the Transition Period of the contract forward).

Name of Company with whom Key Person Will Be Employed:

Level of Security Clearance (or ability to obtain necessary clearance):

Country of Citizenship:

Duties and Responsibilities in Proposed Position:

Experience: (Starting with current position and working backwards: Identify name and address of employer, contract title, dates of employment, position titles, specified duties and responsibilities, and name, title, and phone number of supervisor. Address specific information on the DOE, commercial, and/or other Government experience in performing work similar to the work to be performed in the proposed position with emphasis on project and completion type work, including leadership and other accomplishments . The resume should clearly state whether the experience was primarily the performance of field-based work at the work site location or was performed to support the work site location by an individual primarily based at an offsite location such as regional, corporate, headquarters, or as a consultant for each period of employment. Describe how work experience relates to the solicitation and capability to function effectively in the proposed position.

Education, specialized training, active certifications, and licenses that support the individual’s qualifications and suitability for the proposed position: (Provide degree(s) earned, discipline(s), year(s) degree(s) attained, and institution(s); if degree is incomplete, identify the number of hours earned towards degree).

Three Professional References: (Name, title, company/organization, address, phone number, and e-mail address)

Letter of Commitment: (A signed letter of commitment should be attached to each resume - use the letter of commitment format specified in Section L.10, paragraph (c). Page limits for resumes do not include letters of commitment.)