Instructions:

* Use Times New Roman font, sizes as indicated in the section descriptions below, font color black
* Items in *italics* below are instructional only and should not be included on the candidate’s final resume
* Use “Normal” margins (1” on top, bottom, left, and right sides)
* No images, graphics, backgrounds, or extraneous objects
* Required sections are marked in the section descriptions below and must be included on each candidate’s resume. Sections not marked required are optional and inclusion on a resume is at the discretion of the candidate. Sections that are not described below should not be included on a resume.
* Use spacing of 1.08 between lines, 0pt before sections, 0pt after sections. Include one blank line between sections.
* Resumes should be no longer than 2 pages, printed one-sided and stapled
* Candidates will be scored on technical competency, including: grammar, punctuation, spelling, ability to follow instructions, accuracy of information presented, and adherence to the template.

START SECTION DESCRIPTION

CANDIDATE’S FULL NAME (*14 pt. font, required*)

Candidate’s Contact Information – phone number, email address, mailing address (*12 pt. font, required*)

Candidate’s SLCFD Hire Date (*12 pt. font, required*)

Candidate’s Current Position – Rank, Station Assignment, Specialty if applicable (*12 pt. font, required*)

EDUCATION (*14 pt. font, required*)

* List degrees in order from most to least recent (*12 pt. font, required*)
* Use one bullet point per degree (*12 pt. font, required*)
* Include the date (month, year) the degree was awarded (*12 pt. font, required*)
* Include the name of the institution which conferred/granted the degree (*12 pt. font, required*)
* Provide a short (one sentence or less) description of the degree if desired (*12 pt. font*)

SPECIALTIES (*14 pt. font*)

* List specialties held in order from most to least recent (*12 pt. font*, *required for any specialty certification listed*)
* Use one bullet per specialty certification (*12 pt. font*, *required for any specialty certification listed*)
* A completed validation form (Firehome forms) must be included for each specialty listed
* Include the start date (month, year) and end date (month, year OR present) of the specialty certification (*12 pt. font*, *required for any specialty certification listed*)
* Follow the specialty certification with either primary or secondary as appropriate (*12 pt. font*, *required for any specialty certification listed*)

SUPPORT WORK (*14 pt. font*)

* List any support positions held within SLCFD in order from most to least recent (*12 pt. font, required for any support positions listed*)
* Use one bullet per support position held (*12 pt. font, required for any support positions listed*)
* A completed validation form (Firehome forms) must be included for each support work assignment listed
* Include the start date (month, year) and end date (month, year OR present) of the support position held (*12 pt. font, required for any support positions listed*)
* Follow the support position held with the name and rank of the direct supervisor (*12 pt. font, required for any support positions listed*)

COMMITTEE WORK (*14 pt. font*)

* List any SLCFD committees (standing, non-standing, or ad hoc) on which the candidate has served (*12 pt. font, required for any committee work listed*)
* Use one bullet per committee assignment (*12 pt. font, required for any committee work listed*)
* A completed validation form (Firehome forms) must be included for each committee work assignment listed
* Include the start date (month, year) and end date (month, year OR present) of the committee assignment (*12 pt. font, required for any committee work listed*)
* Follow the committee assignment with the name and rank of the committee chair at the time the candidate’s committee assignment ended (*12 pt. font, required for any committee work listed*)

INSTRUCTOR ASSIGNMENTS (*14 pt. font*)

* List any SLCFD classes to which the candidate has been assigned as instructor (lead or adjunct) (*12 pt. font, required for any instructor assignments listed*)
* Use one bullet per instructor assignment (*12 pt. font, required for any instructor assignments listed*)
* A completed validation form (Firehome forms) must be included for each instructor assignment listed
* Include the start date (month, year) and end date (month, year OR present) of the instructed class (*12 pt. font, required for any instructor assignment listed*)
* Follow the instructor assignment with the name of the Training Division chief at the time the candidate’s instructor assignment ended (*12 pt. font, required for any instructor assignment listed*)

A sample resume has been included as an illustration

JOE Q. FIREFIGHTER

P: 801-555-1234

E: joe.q.firefighter@slcgov.com

123 Main Street

Salt Lake City, UT 84123

Hire Date: January 1, 2010

Firefighter / Paramedic at Station 1, A Platoon

EDUCATION

* Fire Officer I
Utah Fire Rescue Academy, January 2019
* Bachelor of Science, Fire Science
Utah Valley University, May 2012

SPECIALTIES

* Paramedic (primary), June 2015 – present
* Heavy Rescue Technician (secondary), June 2015 – July 2017

SUPPORT WORK

* Medical Division Training Coordinator, July 2017 – July 2019
Supervisor: Capt. Michael T. Johnson

COMMITTEE WORK

* EMS Committee, June 2015 – June 2017
Committee Chair: FF/PM Jane A. Public
* Paramedic Ad Hoc Committee, June 2016 – June 2018
Committee Chair: BC Robert Smith