

BIOGRAPHY SAMPLE FOR DoD LEADER DEVELOPMENT PROGRAMS

Name
Title
Component/Organization

<Insert a One Paragraph Narrative beginning here>

CAREER CHRONOLOGY:

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-
-

COLLEGE:

-
-
-

SIGNIFICANT TRAINING:

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-
-

CERTIFICATIONS:

-
-
-

AWARDS AND HONORS:

-
-
-

PROFESSIONAL MEMBERSHIPS AND ASSOCIATIONS:

-
-
-

NOMINEE INFORMATION SHEET FOR DOD LEADER DEVELOPMENT PROGRAMS

Name: _____
Prefix: Mr./Ms./Dr. First Name Middle Initial Last Name Suffix: Jr./Sr.

Preferred name for Graduation Certificate: _____
(e.g. Jane E. Doe; Jane E. Doe, PhD; Jane E. Doe, COL)

Organizational Name and Symbol: _____

Component: ___Army ___Navy ___Air Force ___Fourth Estate ___Intelligence

Occupational Community (DCELP Only): ___Acquisition ___Financial Management
 ___Human Resources ___N/A

Position Title: _____

Occupational Series (4-digit code): _____

Pay Plan/Pay Schedule: _____ *If not GS, list equivalent GS Grade Level:* _____

Date of Last Promotion (Month/Year): _____

Current Security Clearance: _____ **Date Issued:** _____

Office E-mail Address: _____ **Office Phone Number:** _____

DSN Prefix (if applicable): _____

Alternate E-Mail Address: _____ **Alternate Phone Number:** _____

Complete Organizational Mailing Address:

Complete Home Mailing Address:

Number Street Suite

Number Street Apt.

City State Zip

City State Zip

Nominee Signature: _____ **Date:** _____

****Must Provide SSN/CAC Identification Number to Component Representative for application to be considered complete.**

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*)