

# HUMAN RESOURCES

December 2003

Special Resumix Edition

A Newsletter provided by  
the Civilian Human  
Resources Management  
Agency, South Pacific  
Division, Civilian Personnel  
Advisory Center Staff



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## RESUMIX



### HOW TO APPLY

There are several ways to apply. They include:

- Using the Army Resume Builder (Preferred Method)
- By electronic mail (e-mail)
- By traditional surface mail

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### WHAT DO I NEED TO SUBMIT

You will need to submit the following documents:

- Resume (Only Resumes will be accepted)
- Supplemental Data
- Self-Nomination

**NOTE: If you already have a Resume and Supplemental Data on file with our Army Centralized Resumix database, you do not need to send them again, but may apply by taking advantage of our quick self-nomination process.**

Unless specifically stated in the announcement, do not submit documentation supporting your status/eligibility when you apply. All job offers are contingent upon the candidate providing required documentation immediately after notification of selection.

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### WHERE DO I SEND MY DOCUMENTS

- Using E-mail:
  - E-mail Resume and Supplemental Data to - [resume@cpsrxtp.belvoir.army.mil](mailto:resume@cpsrxtp.belvoir.army.mil)
  - E-mail Self-nomination to - [selfnom@cpsrxtp.belvoir.army.mil](mailto:selfnom@cpsrxtp.belvoir.army.mil)
- Using traditional surface mail:
  - Mail Resume, Supplemental Data and Self-nomination to:  
**Northeast Civilian Personnel Operations Center  
Central Resume Processing Center  
314 Johnson Street  
Aberdeen Proving Ground, MD 21005-5283**

## SUBMITTING RESUME BY SURFACE MAIL

If you choose not to use the Army's Resume Builder, you may prepare a Resume and Supplemental Data on a typewriter or word processor and mail it. Your Resume will then be scanned electronically into our automated system. It is important that you carefully follow the "Do" and "Do not" rules listed below to ensure that your Resume can be scanned and accepted into the system. Due to the poor quality of Resumes submitted by FAX and the subsequent problems with scanning and extracting skills from faxed Resumes, you may not fax your Resume.

DO	DO NOT
<ul style="list-style-type: none"> <li>• Type with black ink on 8.5" X 11" white bond paper, printed on one side only.</li> <li>• Use a minimum margin of 1 inch on all sides of your printed Resume.</li> <li>• Use a COURIER font, 12 point font.</li> <li>• Use all capital letters for section headings.</li> <li>• Type your name and social security number in the BOTTOM left corner of each additional page of the Resume.</li> <li>• Describe your experience with specific words rather than vague generalizations.</li> <li>• Proofread and spell-check your Resume.</li> <li>• Limit your Resume to no more than three pages. The supplemental data does not count against this three-page limit.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Do not</b> use a dot matrix printer or low quality copies.</li> <li>• <b>Do not</b> staple, fold, bind, or punch holes in your Resume.</li> <li>• <b>Do not</b> use vertical lines, horizontal lines, graphics and boxes.</li> <li>• <b>Do not</b> use onion skin or heavy weight paper.</li> <li>• <b>Do not</b> use two-column format or Resumes that look like newspapers.</li> <li>• <b>Do not</b> use fancy fonts such as <i>italics</i>, <u>underlining</u>, or shadows.</li> <li>• <b>Do not</b> use acronyms or abbreviations, other than to describe type of systems used.</li> <li>• <b>Do not</b> submit your Resume on colored paper.</li> <li>• <b>Do not</b> submit any documentation not specifically requested.</li> <li>• <b>Do not</b> expect your Resume or any documents submitted to be returned.</li> <li>• <b>Do Not</b> write on your Resume.</li> <li>• <b>Do Not</b> fax your Resume.</li> <li>• <b>Do Not</b> submit SF171 or OF612.</li> </ul>

## E-MAILING YOUR RESUME AND SUPPLEMENTAL DATA

1. DO NOT send your Resume as an attachment. Include the Resume and Supplemental Data in the body of the e-mail. **Attachments will not be accepted.** If you are typing your Resume in a word processing package, such as Word, highlight the Resume on the screen, then copy and paste into the body of the e-mail.
2. Place the word **RESUME** in subject line (Note: The subject line of your e-mail should only contain the word Resume. It can be typed in lower or upper case. Please **do not** type any other heading in the subject box (e.g. Resume for Mr. Smith, Resumes, Resume Submittal).
3. Include Supplemental Data with your Resume as shown in the sample below. Failure to submit Supplemental Data may result in your not receiving consideration.
4. **E-MAIL to:** [mresume@cpsrxtp.belvoir.army.mil](mailto:mresume@cpsrxtp.belvoir.army.mil)

## Sample e-mail

JOHN Q JONES  
987 Northeast Blvd  
Aberdeen, MD 21001  
410 272 1234 H  
410 306 8765 W  
272 8765 DSN

**(Home Address Only)**

**(Home Phone Number)**

**(Work Phone Number, Commercial)**

**(Work Phone Number, Defense)**

Typing: 40 WPM  
Steno Dictation Speed: 120 WPM

**(If applicable) (Use exact speed, do not use a range)**

**(If applicable) (Use exact speed, do not use a range)**

### EXPERIENCE

01/21/92 - Present, 40 Hours per Week, Chemical Operations Specialist, WG-8738-05/06, \$15.86 PH, Promoted to WG-06 in Jun 93. US Army, White Sands, NM, MAJ Johnson, 275-6753. Training instructor at Missile Base, Nuclear Biological Chemical School. Set up and schedule classes for training. Training topics include Nuclear Biological Chemical warfare clothing, decontamination, detection and alarm systems, and proper movement and storage of Nuclear Biological Chemical agents.

04/02/91 - 01/20/92, 40 Hours per Week, Assistant Marketing Manager, \$28,540 PA, Chesapeake Crab Factory, 67 Dock Street, Northeast MD 21007, Jim E. Dean, (410) 284-8843. Responsible for nationwide marketing campaign for Chesapeake Crabs. Wrote and directed radio and television advertisements. Wrote and edited newspaper and magazine articles on the health benefits of eating more crab. Traveled throughout North America to promote and sell Chesapeake Crab products. Increased nationwide crab consumption by 38%.

### EDUCATION

AA., World History, Tampa Community College, Tampa FL 38654, May 86, GPA 3.75

### SPECIALIZED TRAINING

Nuclear Biological Chemical Training, 1991; Decontamination Procedures 1992; 1993

### LICENSES/CERTIFICATES OTHER INFORMATION

Fluent in the German language, Military Drivers License 1991

### Begin Supplemental Data

John Q. Jones

123-45-6789

1. U.S. Citizen

2. Yes, Yes, Northeast CPOC

3. WG-06, 12 months, 06/01/1993 to present

4. 10/30/2002, Yes

5. 03/01/1982 to 03/31/1987

6. No

7. Yes, 5 point

8. In-service Army eligible

9. 12/15/1954

10. Male

11. Hispanic

12. Full-Time

13. Permanent

Complete questions 14-21 if you are interested in overseas positions. View the questions under the section "Supplemental Data."

## HOW TO SELF-NOMINATE

You may self-nominate at any time during the open period of a vacancy announcement.

You may self-nominate in a variety of ways:

1. Self-Nominations through the Vacancy Announcement Board (<http://www.cpol.army.mil> click on Employment, then Army's Vacancy Announcements) will be posted automatically to the centralized Resumix database with on-line confirmation.
2. E-mail your self-nomination information to [mselfnom@cpsrxtp.belvoir.army.mil](mailto:mselfnom@cpsrxtp.belvoir.army.mil). DO NOT send the Self-Nomination Form as an attachment; just include the requested information in the body of the e-mail.
3. Complete the Self-Nomination Form and mail or fax it to the address indicated on the form.

***Note: You will receive an automatic acknowledgement receipt for properly e-mailed self-nominations. No acknowledgements for mailed or faxed self-nominations.***

<b>RESUMIX SELF-NOMINATION FORM</b>	
	DATE: _____
Name: _____	SSN: _____
Announcement Number: _____	
Position Title, Pay Plan, Series, and Grade of Vacancy: _____	
Work Phone Number: _____	Home Phone Number: _____
Email Address: _____	
<b>Complete the following items that are applicable to the vacancy announcement:</b>	
Lowest Grade Acceptable (complete for multiple grade level positions only): _____	
<b><u>E-mail Info to:</u></b> <a href="mailto:selfnom@cpsrxtp.belvoir.army.mil">selfnom@cpsrxtp.belvoir.army.mil</a>	<b>OR</b>
<b><u>Mail Form to:</u></b> Northeast Civilian Personnel Operations Center Central Resume Processing Center 314 Johnson Street Aberdeen Proving Ground, MD 21005-5283	<b>OR</b>
<b><u>Fax Form to:</u></b> (410) 306-0229 or (410) 306-0139	
<b>PRIVACY ACT STATEMENT</b>	
This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), 31 Dec 1974 for individuals completing Federal records and forms soliciting personal information. AUTHORITY: Sections 1302, 3301, and 7201 of Title 5 U.S. Code	
This information will be used to update your Resume for employment purposes. Collection of your Social Security number is authorized by Executive Order 9397. Furnishing the information on this form, including your Social Security Number is voluntary, but failure to do so may result in non-referral.	

## CHECKING THE STATUS OF YOUR RESUME

You have easy access to real-time information on the status of your application via the Internet by using our Automated Notification System Web Enabled Response (ANSWER). By following the instructions on the ANSWER web site, you create a user-id and password that will give you access to the status of your Resume and self-nomination(s). You can also view the Resume you currently have on file. If you have questions regarding your status viewed on ANSWER, please use the "Answer Mail" feature to submit questions. ANSWER can be accessed at (<https://cpsrxtp.belvoir.army.mil/staffing/answer/online/apps/default.asp>). If you do not have an ANSWER account established and need assistance, e-mail your question(s) to ([applicanthelp@cpsrxtp.belvoir.army.mil](mailto:applicanthelp@cpsrxtp.belvoir.army.mil))

### CONTACT INFORMATION

Contact Us - Use the following email addresses to contact us for:

Purpose of Contact	Contact Information
<b>Resumes</b> - Use this email address to submit electronic Resumes (If not using the Army Civilian Resume Builder.)	<a href="mailto:resume@cpsrxtp.belvoir.army.mil">resume@cpsrxtp.belvoir.army.mil</a>
<b>Inquiries</b> - Use this email address to ask questions related to application procedures or questions regarding your consideration. <b>Do not send your Resume to this address!</b>	<a href="mailto:applicanthelp@cpsrxtp.belvoir.army.mil">applicanthelp@cpsrxtp.belvoir.army.mil</a>
<b>Self-nominations</b> - Use this email address to submit self-nominations. Refer to the guidelines for submitting self-nominations.	<a href="mailto:selfnom@cpsrxtp.belvoir.army.mil">selfnom@cpsrxtp.belvoir.army.mil</a> or fax to (410) 306-0229

By submitting your Resume you are confirming the following certification: I am certifying that, to the best of my knowledge and belief, all of the information provided is true, correct, complete and made in good faith. I understand that false or fraudulent information may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

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Comments regarding this newsletter and/or ideas for future articles should be forwarded electronically to the HR Director. You are also invited to visit the SPDHR website located at <http://www.spd.usace.army.mil/hr.html>

**Director, Human Resources**  
**South Pacific Division, US Army Corps of Engineers**