

ATTACHMENT L-3: KEY PERSONNEL RESUME FORMAT

(The resume for the Lead Environmental Scientist shall not exceed two (2) pages and the resume for the Program Manager shall not exceed three (3) pages.)

Name of Key Person:

Name of Contractor:

Proposed Position with Contractor:

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

Name of Company with whom Key Person will be Employed:

Duties and Responsibilities in Proposed Position:

Education: (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.)

Experience: (Starting with current position and working backwards: Identify name and address of employer, dates of employment, position titles, specified duties and responsibilities, and name, title and phone number of supervisor. Address specific information on the qualifications, experience, and demonstrated performance relevant to the proposed position, including individual leadership and technical expertise qualities).

Citizenship: (Include any dual citizenship, if applicable)

Professional Affiliations, Registrations, Certifications and Licenses:

Publications, Awards, Honors and Professional Recognition: (Please list, but do not attach copies)

Three 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 for Criterion 2 in Section L.9(c). Page limits for resumes do not include letters of commitment.)