

BIOGRAPHICAL SKETCH

Name (last, first, MI):

Date:

SSN:

Primary MOS:

Duty MOS:

Present rank:

Date of rank:

Years of active service and BASD:

Total years of service and PEBD:

Date of birth:

Place of birth:

Marital status:

Home address:

Home telephone number:

Business telephone number:

Civilian education:

Military education:

Decorations, awards and citations (spelled out in order of precedence):

Civilian affiliations:

Significant experience (include duty status and primary civilian occupation or AGR):

(Do not type the following on the sketch)

1. Limit to two pages on standard 8 1/2" x 11" plain white paper using a standard courier, pica or elite font.
2. If pursuing a degree, list major and minor, institution, and date projected for completion.
3. Do not list single subcourses under military education. List only completed series.
4. Include civilian affiliations, professional, educational and military societies and organizations, and civilian activities such as fraternal, social and service organizations.
5. In significant experience, list military duty assignments and civilian positions from most recent to oldest.
6. Do not include a narrative biography, objectives, or abbreviations.
7. Type entries in regular print. Do not use all capitals, italics, bold fonts, special characters, jargon or any other gimmicks designed to draw special attention to specific entries on this document. List accurate information that is clear and concise.

Figure 9-3. Biographical Sketch