This form is available online at <http://www.fedcareerinfo.com> and is used for your Individual Development Plan. Our IDP workbook titled [*Take Charge of Your Federal Career*](https://www.amazon.com/Take-Charge-Your-Federal-Career/dp/0943641284?ie=UTF8&keywords=Take%20Charge%20of%20Your%20Federal%20Career&qid=1412956953&ref_=sr_1_1&s=books&sr=1-1)*; A Practical, Action-Oriented Career Management Workbook for Federal Employees* is also available.

by Dennis V. Damp

Career Exploration Blog:  <http://www.federaljobs.net/blog>
Federal Employee Retirement Planning Site: <http://www.federalretirement.net>

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| **WORK EXPERIENCE PROFILE** |
| Complete a Work Experience Profile form for each occupation that you held, Including military service and volunteer work with associations and organizations. Use additional blank sheets if necessary. Date: \_\_\_\_\_\_\_\_\_\_\_\_ Profile # \_\_\_ of \_\_\_  |
| Agency/Company/Military Unit**:**  |
| Address: |
| City: State: Zip: |
| Supervisor’s Name and Title: |
| Employment Dates: |
| Position(s)/Series & Grade(s)Military Rank: |
|  |
| Duties and Responsibilities: *(Highlight Duties Liked)* |
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| Accomplishments *(Include awards or commendations):* |
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|  |
| Skills, Knowledge and Abilities Used *(Highlight “Transferables”)* |
|  |
|  |
|  |
|  |
| Details and Temporary Promotions: |
|  |
|  |
| Reason for Leaving: |
|  |
|  |