

Resumes 101 for Veterans

Telling Your Story

WHAT IS A RESUME...

A resume is a summary of your work experience, skills, accomplishment, and education. The purpose of the resume is to get your foot in the door; a way to **secure an interview**. The average resume is viewed for less than 30 seconds. It is important to be professional, consistent, and neat. When writing a resume try to **keep it plain and simple**. Use bolding to highlight important information like special awards or certain jobs you had in the past.

A resume is like a calling card that companies use as the first selection process; this may be the first and only impression you make. **Demonstrate excellence** and success in prior work experience that will illustrate your potential for future success. A resume only gets your foot in the door, **interviews and networking will get you the job**.

THE IMPORTANCE OF A GOOD RESUME

- Pre-screening tool
- What the interviewer will see
- Most companies use a pre-screening process to select for first round interviews
- When crafting your resume, put yourself in the shoes of the hiring manager or recruiter, and try to think about what you would see

WHAT COMPANIES LOOK FOR IN A RESUME

Companies look for evidence of strong performance, challenging work experience, Leadership, excellence and commitment to company.

If you have demonstrated excellence and / or success at some point in your career, companies believe they can replicate that excellence and / or success.

RESUME FORMAT	RESUME CONTENT
<ul style="list-style-type: none">▪ One page▪ Easy to read font▪ Reverse chronological order<ul style="list-style-type: none">○ Clear and simple descriptions○ Bullet points▪ Simple sentences▪ Proper spelling and grammar▪ Have someone else read over your resume <p>DOUBLE CHECK SPELLING</p>	<ul style="list-style-type: none">▪ Full name▪ Current contact information▪ Work experience▪ Relevant skills▪ Honors & awards▪ Academic history<ul style="list-style-type: none">○ School○ Major/minor▪ Security Clearance▪ Languages▪ Extracurricular and leadership activities▪ Professional travel

RESUME DO'S	RESUME DON'TS
<ul style="list-style-type: none">▪ Spell out military acronyms; use generic terms▪ Tailor your resume to position▪ Quantify your achievements with impact/results▪ Use action verbs to describe your activities▪ Keep your bullet points short and simple	<ul style="list-style-type: none">▪ Typos and other spelling/▪ Grammatical errors▪ Use military language▪ Use passive verbs▪ Worry about perfect timeline to show assignments and deployments▪ Undersell leadership experience

FULL NAME

Address, City, State Zip ▪ emailaddress@mail.com ▪ ###-###-####

Lead with your education and technical skills

EDUCATION

UNDERGRADUATE SCHOOL

Bachelor of Degree

- Honors/Activities:

CITY, STATE

MONTH, YEAR

PROFESSIONAL EXPERIENCE

MILITARY UNIT/COMMAND

POSITION

Summary of mission that provides context for job (good starting place is your unit's mission statement).

- Responsibilities.
- Action; impact.
- Action; impact.
- Action; impact.

Provide one line summary of company mission/purpose for readers not familiar with industry

U.S. CENTRAL COMMAND

CHIEF WATCH OFFICER

CITY, STATE

MONTH, YEAR – MONTH, YEAR

TAMPA, FL

APR 2010 – JUNE 2012

Promote cooperation and respond to crises while supporting conditions for regional security, stability, and prosperity in the Middle East region.

- Managed twelve (12) joint military/ eighty (80) contract personnel in a 24x7 Network Operations Center to deliver seamless command, control, and communication for senior leadership on both classified and unclassified networks.
- Delivered vital intelligence, surveillance, and reconnaissance services to forces impacting 115 sites in twenty (20) countries; decreased network down-time 70% by re-engineering network architecture at various forward operation bases. Provided pro-active monitoring of \$4.1 million in government assets as sole military representative on duty.

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Bullets should start with what you did, end with impact/result

CITY, STATE

MONTH, YEAR – MONTH, YEAR

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CITY, STATE

MONTH, YEAR – MONTH, YEAR

ADDITIONAL INFORMATION/SKILLS AND INTERESTS/TRAINING (pick one title—these are just examples)

Security Clearance: Top Secret/Sensitive Compartmented Information (TS/SCI)

Technical Training: TCP/IP Networking ▪ Security + ▪ Global Security Course ▪ Network Security ▪ Cisco ICND I/II

Military Training: Air and Space Basic Course ▪ Basic Communications Officer Training ▪ Officer Network Training

Languages: Language (fluent) ▪ Language (conversational)

Achievements: Joint Achievement Medal ▪ Air Force Commendation Medal ▪ Humanitarian Service Medal

Professional Travel: Various U.S. Regions (24 states), Bahrain, Cuba, Germany, Iraq, Italy, Japan, S. Korea, Kuwait, Qatar

Interests: CrossFit, photography

Willing to relocate domestically or internationally and travel 75%.

If you are applying for position outside of current residence, let the reader know you are willing to relocate