

Section 2

Resume Preparation

Section 2 – Resume



Resume Purpose

A good resume summarizes your accomplishments, education, work experience, and should reflect your strengths in a concise, coherent manner. Through your resume, you typically have about 30 seconds to convince a potential employer that you warrant an interview. A resume will not get you a job. It is intended to provide a professional summary of your skills, education and experience. Think of your resume as a “business card” or the “highlights” of your professional achievements. Your resume serves as a topic outline for an in-person interview; and guides the conversation to the points you want to stress about your background. Because of this, you do not need to include all of the information about your background on your resume. Your resume is, simply, a snapshot of your accomplishments, education and work experience. Think of it as a way to give the interviewer information from which to ask questions; from there you can expand on the information.

Resume Preparation & Guidelines

Here are some key points to keep in mind as you develop your resume:

- **Do not include an objective statement.** Space is limited so use it wisely. We won't present your resume to any position that you are not qualified for, or haven't expressed an interest in.
- **Include a summary.** A summary is a well written concise **paragraph** that focuses the reader's attention on your most important qualities, achievements, and abilities.
- **Keep resume length to one page** (if you cannot get all of it onto one page, go to two pages, but **NEVER more than two pages**).
- When you are selecting a font for your resume, **the font size should be between 10 and 12** to allow for readability (don't make section headers bigger.) Your name (which should be placed at the top of your resume) can be slightly larger.
- Use a **font such as Times New Roman, Arial, or Calibri**. Black is the only acceptable font color.
- **Do not be afraid to change the margins.** This will often adjust the information to fit far better on the page (do not make the margins smaller than 0.5 inches).
- The information listed (specifically **experience and education**) should be in **reverse chronological order** (with the most recent first).
- Set off your **accomplishments and work experience in a “bullet” format**.
- Your accomplishments should be **quantifiable** and each accomplishment should be supported with **tangible results**. For example: “Achieved a 98% completion rate, 13% above average.” Use your evaluations to find some great accomplishment bullet points.
- **Never use pronouns such as: I, me, my, our.** Never speak in the first person.
- List GPA if it is 3.0 or higher. **Personal information is not information for a resume (age, health, marital status, etc.).**

- **No need to put “References Supplied Upon Request” or include reference at the end of your resume.** Of course you will supply outstanding references when requested.
- Spelling and grammar on your resume must be correct and consistent. Double and triple-check to make sure you have no grammatical or punctuation errors. **Triple Check Spelling!**
- Spell checking programs usually will not check words that are in all CAPS. The easiest way to avoid this issue is to not put words in all CAPS. If you choose to use all CAPS for section headers, you must check the spelling of these words carefully.
- Do not use military jargon. Do not use abbreviations or acronyms. Write your resume so any reader will understand what you are trying to convey.
- Your email address should be professional. For example, JohnSmith@email.com. Not, harleydude@email.com.
- **Check the tense.** If you are listing information about a past position, it should **all** be in past tense. Additionally, if you are listing information about a present position, it should **all** be in present tense.
- Should be formatted consistently in use of italics, spacing, capital letters, bullets, boldface, and underlining.
- There should not be any date gaps on your resume. You need to adequately cover all time periods specified on your resume.
- Pictures or icons are not acceptable on professional resumes.
- Resume paper should be a neutral color, preferably white or off-white.
- Do not use text boxes when formatting your resume. Use a standard MS Word document.
- **Remove any hyperlinks** on your resume (ex. when your email address shows up blue and underlined, right click and select “remove hyperlink”)
- Make sure you can back up what you include on your resume.

When in doubt, consult with the Orion Recruiting Team. We will work with you to develop the strongest resume for you based on your background and experience. That being said, we know that it is challenging as a transitioning service member to create a resume in an easy to read format that best highlights your skill set. The best format will be the standard chronological style detailed below. A more seasoned veteran can still use a chronological format, but may also consider the skills based / combination style resume below.

Chronological Resumes

You should typically use a chronological resume if your professional experience and your professional timeline are relatively easy to follow. This format lists your professional experience in reverse chronological order, so a potential interviewer, military or non-military, can easily follow your professional timeline and get a good overall understanding of what you are qualified to do in a very short period of time. The sample chronological resume format in this section should serve as an excellent starting point when developing your own chronological resume.



NAME

Address

Phone Number(s) • Email Address

ELECTRICAL OPERATOR/TECHNICIAN

A top-performing and versatile Electrical Operator and Technician with a record of sustained high standards in operations and a strong military background in generating and distributing electrical power, including managing projects, directing engineering teams, conducting system maintenance and repairs, and testing hardware and equipment. Goal-oriented and analytical, a flexible employee capable of working independently or as part of team, and focused on utilizing a strong set of talents and skills to advance projects and deliver exceptional results with a focus and understanding of meeting deadlines.

KEY STRENGTHS

Electrical Power Generation & Distribution
 Maintenance Team Management
 Problem Solving
 Recognition, Control, and Restoration
 Thermodynamics & Steam Cycle Operations

Technical Maintenance
 Nuclear Theory
 Professional Communication
 Electrical Theory
 Diagnostics

Troubleshooting & Repair
 Scheduling & Planning
 Reactor Safety Design Casualty
 Mathematics
 Leadership

PROFESSIONAL EXPERIENCE

US NAVY, SAN DIEGO, CA 2008-PRESENT

NUCLEAR MAINTENANCE TECHNICIAN & WORK CENTER SUPERVISOR

- **Leadership:** Organized and directed the completion of preventive and corrective maintenance, and supervised over 25 different technicians in the troubleshooting and repair of faulty equipment. **Results:** decreased system downtime by 25%
- Performed maintenance, repair and alterations in electrical systems, and maintained power and lighting circuits (4160V, 450V, and 120V), electrical fixtures, motors, steam turbine generators, motor generators, diesel generators, controllers, switchboards, and voltage and frequency regulators.
- Detected, combated, and repaired damage from electrical equipment fires, grounds, and open or short circuits.
- Selected as one of three Second Class Petty Officers to perform hands on training of nonqualified personnel, including level of knowledge checks and oral boards.
- Awarded the Naval Achievement Medal for critical role execution of divisional maintenance
- Qualified Reactor Operator and Shutdown Reactor Operator, a position whom are system experts, responsible for the direct supervision of personnel in power plant operations, maintenance, troubleshooting and repair.
- Chosen to be one of three technicians assigned to a team to troubleshoot and perform critical repairs to the ships electrical switchboard allowing the ship to get underway on time as well as recommencing critical reactor operations while underway.
- Chosen as lead maintainer, executing over 200 maintenance items while ensuring the highest Quality Assurance.
- **Planning:** Chosen as Lead Planner, coordinated shipboard jobs between multiple shipyard depots and the Navy, and maintained relationships between naval and civilian contractors to ensure timely completion of over 300 high priority nuclear jobs. **Results:** Completed shipboard jobs 2 months ahead of schedule
- Wrote hundreds of work packages by researching and interpreting schematics for electrical tagout isolations for personnel safety during necessary preventative and corrective maintenance.
- **Training:** Selected to conduct education, training and qualification of over 100 personnel in all aspects of the reactor plant and electrical distribution system during routine operations, complex evolutions, and casualty control actions. **Results:** Increased qualification rate by over 50%

EDUCATION

Knolls Atomic Power Laboratory, Nuclear Trained Operator Specializing In Electrical Equipment and Operations **Graduated 2 of 26 Nuclear Power School**, Mathematics, Nuclear physics, Electrical Power Theory and Generation, Nuclear Reactor Technology, Thermodynamics, Chemistry, Materials Science and Metallurgy, Health physics, Reactor principles **Graduated 15 of 125 Nuclear Field 'A' School**, Mathematics, Electricity, Electronic Fundamentals, Digital Circuits, Electrical Equipment Graduate **Graduated 4 of 30**

NAME
Address
Phone Number(s) • Email Address



ELECTRONIC TECHNICIAN

A top-performing and versatile Electronic Technician with a record of sustained high standards in troubleshooting and a strong military background of electronics systems in support of propulsion plants, including managing projects, directing engineering and maintenance teams, conducting system maintenance and repairs, and testing hardware and equipment. Goal-oriented and analytical, a flexible employee capable of working independently or as part of team, and focused on utilizing a strong set of talents and skills to advance projects and deliver exceptional results with a focus and understanding of meeting deadlines.

KEY STRENGTHS

Engineering	Component Repair	Troubleshooting
Maintenance Team Management	Nuclear Theory	Scheduling & Planning
Problem Solving	Professional Communication	Reactor Safety Design Casualty
Recognition, Control, and Restoration	Solid State Devices	Digital Logic
Thermodynamics & Steam Cycle Operations	Diagnostics	Leadership

PROFESSIONAL EXPERIENCE

US NAVY, SAN DIEGO, CA 2008-PRESENT

NUCLEAR MAINTENANCE TECHNICIAN & WORK CENTER SUPERVISOR

- **Leadership:** Organized and directed the completion of preventive and corrective maintenance, and supervised over 25 different technicians in the troubleshooting and repair of faulty equipment. **Results:** decreased system downtime by 25%
- Performed maintenance, repair and alterations in reactor digital instrumentation and control equipment, alarm systems, power monitoring equipment, AC/DC circuits, microprocessors, data buses (VME and electrical distribution).
- Detected, combated, and repaired damage from electrical equipment fires, grounds, and open or short circuits.
- **Selected** as one of three Second Class Petty Officers to perform hands on training of nonqualified personnel, including level of knowledge checks and oral boards.
- **Awarded** the Naval Achievement Medal for critical role execution of divisional maintenance
- Qualified Reactor Operator and Shutdown Reactor Operator a position whom are system experts, responsible for the direct supervision of personnel in power plant operations, maintenance, troubleshooting and repair.
- **Chosen** to be one of two technicians assigned to a team to troubleshoot and perform critical repairs to the reactors instrumentation and control system allowing the ship to get underway on time as well as recommencing critical reactor operations while underway.
- **Chosen** as lead maintainer, executing over 200 maintenance items while ensuring the highest Quality Assurance.
- **Planning:** Chosen as Lead Planner, coordinated shipboard jobs between multiple shipyard depots and the Navy, and maintained relationships between naval and civilian contractors to ensure timely completion of over 300 high priority nuclear jobs. **Results:** Completed shipboard jobs 2 months ahead of schedule
- Accountable for certification reviews on work procedures, material packages and workmanship practices to ensure compliance with directives and standards.
- **Training:** Selected to conduct education, training and qualification of over 100 personnel in all aspects of the reactor plant and electronic systems during routine operations, complex evolutions, and casualty control actions. **Results:** Increased qualification rate by over 50%

EDUCATION

Knolls Atomic Power Laboratory, Nuclear Trained Operator Specializing In Reactor Equipment and Operations

Graduated 2 of 26

Nuclear Power School, Mathematics, Nuclear physics, Electrical Power Theory and Generation, Nuclear Reactor Technology, Thermodynamics, Chemistry, Materials Science and Metallurgy, Health physics, Reactor principles **Graduated 15 of 125**

Nuclear Field 'A' School, (Electronics) Graduate **Graduated 4 of 30**

NAME

Address

Phone Number(s) • Email Address

MECHANICAL OPERATOR/TECHNICIAN

A top-performing and versatile Mechanical Operator and Technician with a record of sustained high standards in operations and a strong military background of mechanical systems in support of nuclear propulsion plants, including managing projects, directing engineering teams, conducting system maintenance and repairs, and testing hardware and equipment. Goal-oriented and analytical, a flexible employee capable of working independently or as part of team, and focused on utilizing a strong set of talents and skills to advance projects and deliver exceptional results with a focus and understanding of meeting deadlines.

KEY STRENGTHS

Steam and Water Systems	Technical Maintenance	Troubleshooting & Repair
Maintenance Team Management	Nuclear Theory	Scheduling & Planning
Problem Solving	Professional Communication	Reactor Safety Design Casualty
Recognition, Control, and Restoration	Pump and Valve Overhaul	Mathematics
Thermodynamics & Steam Cycle Operations	Diagnostics	Leadership

PROFESSIONAL EXPERIENCE**US NAVY, SAN DIEGO, CA 2008-PRESENT****NUCLEAR MAINTENANCE TECHNICIAN & WORK CENTER SUPERVISOR**

- **Leadership:** Organized and directed the completion of preventive and corrective maintenance, and supervised over 25 different technicians in the troubleshooting and repair of faulty equipment. **Results:** decreased system downtime by 25%
- Performed maintenance, repair and alterations to over 100 maintenance items made up of pump overhauls, valve overhauls, relief valve set point testing, heat exchanger cleaning, steam turbine bearing inspections and maintained steam turbines, steam boiler, pumps, expansion water tanks, air compressors, air dryers and reactor coolant pressures and temperatures.
- Detected, combated, and repaired damage from electrical equipment fires, grounds, and open or short circuits.
- **Selected** as one of three Second Class Petty Officers to perform hands on training of nonqualified personnel, including level of knowledge checks and oral boards.
- **Awarded** the Naval Achievement Medal for critical role execution of divisional maintenance
- Qualified Engine room Supervisor/Chief Reactor Watch/Chief Machinery Operator a position whom are system experts, responsible for the direct supervision of personnel in power plant operations, maintenance, troubleshooting and repair.
- **Chosen** to be one of two technicians assigned to a team to troubleshoot and perform critical repairs to the ships reverse osmosis unit allowing the ship to get underway on time as well as recommending critical reactor operations while underway.
- **Chosen** as lead maintainer, executing over 200 maintenance items while ensuring the highest Quality Assurance.
- **Planning:** Chosen as Lead Planner, coordinated shipboard jobs between multiple shipyard depots and the Navy, and maintained relationships between naval and civilian contractors to ensure timely completion of over 300 high priority nuclear jobs. **Results:** Completed shipboard jobs 2 months ahead of schedule
- Accountable for certification reviews on work procedures, material packages and workmanship practices to ensure compliance with directives and standards.
- **Training:** Selected to conduct education, training and qualification of over 100 personnel in all aspects of the reactor plant and mechanical systems during routine operations, complex evolutions, and casualty control actions. **Results:** Increased qualification rate by over 50%

EDUCATION**Knolls Atomic Power Laboratory, Nuclear Trained Operator Specializing In Reactor Equipment and Operations****Graduated 2 of 26****Nuclear Power School, Mathematics, Nuclear physics, Electrical Power Theory and Generation, Nuclear Reactor Technology, Thermodynamics, Chemistry, Materials Science and Metallurgy, Health physics, Reactor principles** **Graduated 15 of 125****Nuclear Field 'A' School, (Mechanical) Graduate** **Graduated 4 of 30**

Skills Based / Combination Resume



You should typically use a skill based / combination resume if you have more than 15 years of professional experience. You may also want to consider this style if you have a very diverse professional background and are trying to tailor your resume for a specific industry or position. This format starts with a professional summary and highlights of key professional attributes that you want to emphasize. The skill based / combination format allows a potential interviewer to view your background in an easy to read format that emphasizes the skill sets that you are trying to convey. The sample format below should serve as an excellent starting point when developing your own skill based / combination style resume.

Key points for a skill based / combination resume:

- Ensure your summary paragraph accurately outlines your professional experience.
- Carefully select the **three** to **four** skills that you will list and detail the achievements that support each skill. Highlight those skills that are most relevant to the employers that you will be targeting. The first skill set listed should be your strongest and the one that you want to emphasize the most.
- Your achievements supporting each skill set should be specific, concise and quantifiable where possible.
- Your Employment Chronology section should not contain any gaps in your timeline.

Sample Skills Based / Combination Resume



NAME

Address

Phone Number(s) • Email Address

SUMMARY: Highly qualified results-oriented individual with over 18 years progressive responsibility and leadership experience in program management, recruiting, training and military aviation. Self-motivated, articulate and technically savvy individual with a can-do attitude. Assertive team player who performs well in fast-paced environments. Proven team builder and skilled problem solver.

Program Integration
Problem Solver

Organizational Skills
Team Builder

Communication Skills
Secret Clearance

PROGRAM MANAGEMENT

- Responsible for \$250M Global Air Traffic Management avionics upgrade program for 15 Boeing Aircraft
- Led 12 acquisition managers and engineers developing strategic plan for Boeing 707 avionics upgrade program
- Restructured \$250M baseline delivering capability 2.5 years early, averting negative operational impacts
- Spearheaded \$5M cockpit avionics upgrade program evaluation to reduce ownership costs between common airframes for total AF fleet of 48 Boeing aircraft; saving AF \$20M
- Directed 5 member Test & Evaluation Team for AF Distributed Common Ground System that provided intelligence data to users worldwide; developed overall test strategy and plans; reduced testing cost by \$635K

LEADERSHIP

- Supervised 250 member flight training organization that was rated "Overall Excellent" during HQ inspection
- Directed 5 member team that managed ground, weapon and flight safety programs for 9,576 individuals, 4 flying units and 27 organizations; reduced mishaps by 12%; won Best Ground Safety Program out of 8 installations.
- Led Executive Programs/Projects as Special Assistant to military CEO of 4,900 plus member organization; prepared/presented briefings to Congressional, DoD, and foreign Distinguished Visitors
- Turned around Officer Recruitment Program in two months, from 59% to 110% of goal; supervised, trained, and motivated force of 12 Air Force recruiters

ASSET MANAGEMENT

- Managed \$1.1 billion flying training program of 11,250 training allocations for 286 different student courses ensuring maximum utilization of all training allocations; produced 1200 AF pilots and 1000 crewmembers
- Solved severe AF pilot shortage by standing up reserve programs in active duty units; saving AF \$66M
- Led team which evaluated/purchased two Boeing 737 aircraft; saving AF \$4.4M
- Resolved long standing proprietary rights issues with major defense contractor; saving AF \$2.5M
- Developed/negotiated a fair and equitable three year employee downsizing plan; saving AF \$3.1M

TECHNICAL COMMUNICATION

- Convinced leadership that 'Big Safari' RC-135 (707) avionics upgrade solution not optimal; prevented major waste of funds and ensured customer received avionics upgrade package that met worldwide requirements

- Briefed technical requirements for Global Air Traffic Management and impacts of aircraft that are non-compliant; persuaded leadership to accept short-term solutions to continue flight operations until compliant
- Directed 16 member risk mitigation working group that identified 46 avionics upgrade risks and mitigation efforts; developed decision brief and received overwhelming approval of plan from senior leadership

TEAM BUILDING

- Interacted effectively on all organizational levels to achieve consensus, motivated and fostered team spirit
- Led 10 member Operational Risk Management team--developed strategy, plan, and metric for 27 organizations
- Coordinated 15 member team supporting 10 senior general officers for annual conference; to include accommodations, cuisine, transportation, and conference center logistical support
- Trained 60 member aircraft mishap response team ready to respond anywhere in New England
- Spearheaded team of 25 Combined Federal Campaign fundraisers, achieving 122% of goal and 43% contribution increase from prior year. Raised over \$82,000 with 81% participation rate from 800+ employees

EMPLOYMENT CHRONOLOGY

US Air Force, US and worldwide assignments 1993 – 2013

Test and Evaluation Manager	Hanscom AFB, MA	Feb 07 – Jun 07
Director of Flight/Ground Safety Programs	Hanscom AFB, MA	Dec 05 - Feb 07
Acquisition Program Manager	Hanscom AFB, MA	Dec 04 - Nov 05
Resource Program Manager	Randolph AFB, TX	Sep 02 – Nov 04
General Aide to CEO	Randolph AFB, TX	Jan 01 - Sep 02
District Sales Manager and Recruiter	Portsmouth, NH	Jan 98 - Dec 01
Aviator, KC-135 Tanker Navigator	Mather AFB, CA; Pease AFB, NH	Aug 93 - Dec 97

EDUCATION

BS, Professional Aeronautics, Embry Riddle Aeronautical University, Fort Lauderdale, FL, GPA 4.0
 Mid-Level Manager/Supervisor Program, 12 weeks in-residence, Maxwell AFB, MI
 Senior-Level Manager/Supervisor Program, 40 weeks non-residence, Hanscom AFB, MA

TRAINING

Intermediate System Acquisition Management, 3 weeks in-residence, Hanscom AFB, MA
 Developmental and Operational Testing & Evaluation, Hanscom AFB, MA
 Fundamental of System Acquisition Management, Naval Center of Acquisition Training
 Aircraft Mishap Investigation Training, Kirtland AFB, NM

CERTIFICATION

Project Management Professional by Project Management Institute
 Instructional System Development Certification, perfected lesson plan development to formal presentation

OTHER INFORMATION

Computer literate: Microsoft Word, Excel, PowerPoint, Access, Outlook, and Microsoft Project
 FAA instrument pilot

Resume Changes

Resumes are living documents that change on a regular basis, especially with the wide array of opinions and advice available on the topic. Make sure that you practice solid file management. If you make changes to your resume, send us an update so that we are using the most current document.

Now that your resume is complete, you have the ability to secure an interview. In the next sections, we will start exploring what to expect in the interview process and how to prepare to win them when they come along.

Action Verbs for Resumes

ACCOMPLISHED	DETERMINED	INSTALLED	RECOMMENDED
ACHIEVED	DEvised	INSTITUTED	RECORDED
ACQUIRED	DIRECTED	INSTRUCTED	RECRUITED
ACTIVATED	DISTRIBUTED	INSTRUMENTED	REDUCED
ADAPTED	DROVE	INTEGRATED	REFINED
ADJUSTED	DUPLICATED	INTERPRUTED	RELATED
ADMINISTERED	EDITED	INTERVIEWED	REORGANIZED
ADVERTISED	EDUCATED	INTRODUCED	REPORTED
ADVISED	EFFECTED	INVENTED	REPRESENTED
ALLOCATED	ENLARGED	INVESTIGATED	RESEARCHED
ANALYZED	ENLISTED	LECTURED	RESOLVED
APPLIED	ENSURED	LED	RESPONDED
APPROVED	EQUIPPED	LOCATED	RESTORED
ARRANGED	ESTABLISHED	MAINTAINED	RESTRUCTURED
ASSEMBLED	EVALUATED	MANAGED	RETRIEVED
ASSISTED	EXAMINED	MANIPULATED	REVIEWED
BALANCED	EXECUTED	MARKETED	REVISED
BOUGHT	EXHIBITED	MEASURED	SCHEDULED
BUDGETED	EXPANDED	MINIMIZED	SELECTED
BUILT	EXPEDITED	MODERNIZED	SERVED
CALCULATED	EXPLAINED	MODIFIED	SET UP
CATALOGUED	FABRICATED	MONITORED	SHIPPED
CHAired	FACILITATED	MOTIVATED	SOLD
CHANGED	FAMILIARIZED	NEGOTIATED	SOLVED
CHECKED	FED	NOTIFIED	SORTED
CLEANED	FINALIZED	OBSERVED	SPECIFIED
COLLABORAED	FINANCED	OBTAINED	STAFFED
COMPLIED	FORMULATED	OPERATED	STANDARDIZED
COMPLETED	FORWARDED	ORGANIZED	STARTED

COMPOSED	GENERATED	OVERHAULED	STRENGTHENED
COMPUTED	GOVERNED	OVERSAW	STRUCTURED
CONCEIVED	GRANTED	PACKED	STUDIED
CONCEPTUALIZED	GUARANTEED	PATROLLED	SUPERVISED
CONCILIATED	GUIDED	PERSUADED	SUPPLIED
CONDENSED	HANDLED	PHOTOCOPIED	SUPPORTED
CONDUCTED	HEADED	PLANNED	SURVEYED
CONSTRUCTED	HELPED	PREPARED	SYNTHESIZED
CONSULTED	HIRED	PRESENTED	TAUGHT
CONSUMED	IDENTIFIED	PRESIDED	TRACKED
CONTRACTED	ILLUSTRATED	PROCESSED	TRAINED
CONTROLLED	IMPLEMENTED	PRODUCED	TRANSFERRED
COORDINATED	IMPROVED	PROGRAMMED	TRANSLATED
CORRECTED	INCREASED	PROMOTED	TRANSMITTED
COUNSELED	INDEXED	PROPOSED	TRANSPORTED
CREATED	INDOCTRINATED	PUBLICIZED	TYPED
DECIDED	INFLUENCED	PUBLISHED	UPDATED
DEFINED	INFORMED	PURCHASED	UPGRADED
DELEGATED	INITIATED	QUANTIFIED	USED

Chronological Resume Worksheet

Many transitioning service members struggle with where to begin developing their resume. It really can be as simple as the worksheet below. Start by filling in the basic items. With the help of the Orion Recruiting Team, we can take this basic information and develop a solid resume.

While completing this worksheet, pay special attention to the accomplishments. Most candidates reiterate responsibilities in this area. What will truly make you stand out in the market will be a track record of performance supported by consistent accomplishments in every billet. Read through your evaluations for the following:

- Rankings, especially those against your peers or peer units. If you can consistently show you were rated in the top 25% or better, these are strong numbers to show.
- Quantifiable numbers, such as maintenance readiness rates, or unit evaluation scores. While the reader may not understand what deployment readiness means, they will definitely understand concrete numbers such as “98% readiness rate, highest in the unit.”
- Outstanding comments from evaluators can also be strong accomplishments to list, even if a number is not attached.
- Try to show where you have improved a process, saved time or money, or overcame obstacles to achieve success.

Once you have completed this worksheet, either scan or utilize our downloadable sample resume, type up a rough draft and send to a recruiter for review and further development.

EDUCATION

Degree	School	Year	GPA	

- Key Activities

EXPERIENCE

Rank, Occupational Specialty, Service

Billet Held	Duty Station / Base	Month Year - Present

Responsibilities:

- Achievement:
- Achievement:
- Achievement:

Billet Held	Duty Station / Base	Month Year - Present

Responsibilities:

- Achievement:
- Achievement:
- Achievement:

Billet Held	Duty Station / Base	Month Year - Present

Responsibilities:

- Achievement:
- Achievement:
- Achievement:

Billet Held	Duty Station / Base	Month Year - Present

Responsibilities:

- Achievement:
- Achievement:
- Achievement:

ADDITIONAL INFORMATION: