

Resume Example

Military Person

5432 Anywhere Street~~~ Loveland, CO 80538
254-112-4567~~~ militaryperson@gmail.com

Accomplished, realistic individual with five years of experience teaching and motivating individuals in a variety of work settings with the drive to transfer versatile knowledge and skills into a dynamic career. Proven success in military, federal government and agricultural operations.

SELECTED ACCOMPLISHMENTS

- Mentored and trained Iraqi Soldiers to develop their own quick reaction forces and to develop safe operating procedures for their military
- Monitored and authorized entrance and departure of all personnel and Iraqi National Security forces from United States and Iraq military bases
- Expeditiously responded to alarms and investigated disturbances under strenuous circumstances
- Responsible for \$100,000+ in government equipment without fault
- Eradicated forest fires to assist in the safe keeping of homes, and lives

EDUCATION

Colorado State University, Fort Collins, CO May 20XX
Bachelor of Science in Business Administration

United States Army 20XX-20XX
Specialized training in Communications, Leadership, Diversity
MiTT Training

PROFESSIONAL EXPERIENCE

United States Army 20XX-20XX
Specialist, Fort Hood, Texas and Iraq

- Patrolled military bases, industrial and residential premises to prevent and detect signs of intrusion and ensure security of community and security team
- Communicated quickly and efficiently with appropriate back up units to ensure safe evacuations; including night Medical Evacuations
- Operated detecting devices to screen individuals and prevent passage of prohibited articles into restricted areas
- Conveyed using written and verbal communication practices related to crisis intervention and conflict resolution
- Operated a multitude of different vehicles to safely transport an array of people
- Performed administrative and record keeping duties to file incident, hourly and radio reports, and devised chronological event reports to aid in investigations

United States Forest Service 19XX-20XX
Forest Firefighter/Crew Leader, Routt National Forest, Colorado

- Collaborated with other firefighters as a member of a firefighting crew
- Extinguished flames and embers to suppress fires using shovels, and engine and hand driven water or chemical pumps
- Felled trees, cut and cleared brush, dug trenches to create fire lines using axes, chainsaws and shovels
- Developed and implemented a complex trail system so that the general public could have more and better access to public lands.
- Resolved a diverse range of customer concerns through clear communication and education where appropriate

Silver Spur Ranches 19XX-20XX
Animal Care Worker/ Equipment Operator, Lone Pine Branch, Walden, Colorado

- Trained new employees on operating and maintaining equipment and in animal care procedures, maintenance duties and safety precautions.
- Maintained all equipment, tools and storerooms
- Ordered and purchased supplies and materials for the daily operations of the ranch

Additional ‘Experience’ Examples

Marine Air Ground Task Force Enlisted (MAGTF) Planning Specialist, United States Marine Corps
Camp Pendleton, CA October 19XX – August 20XX

- Honorably discharged as a Sergeant (E-5) (Supervisor/Assistant Manager) of Marines
- Operated and maintained a GIS Command and Control Personal Computer (C2PC) and Global Command and Control System (GCCS).
- Leader of a team of eight Marines in daily operations of the Operational Planning Section of 1st Marine Division.
- Coordinated and assisted Operational Planning Teams with the development of exercises and real world operational orders.
- Arranged and participated in briefs for the Commanding General, 1st Marine Division, in support of operational planning.
- Managed security for over 500 pieces of classified material, both electronic and paper.
- Provided guidance and direction for troop safety, welfare, education, mentoring and the training of Marines.
- Awarded two Navy and Marine Corps Achievement Medals.

Chief Petty Officer, US Navy / US Navy Reserve Oct XX – Oct XX, Jan XX – Jan XX, Feb XX - present

- Identified and collaborated with the leaders of multiple units and departments to increase mutual awareness of operational techniques / protocols and to foster better relationships between units and departments, refining diplomacy and communication abilities
- Coordinated assigning missions for local service members in support of active duty units worldwide, enabling maximum service to active duty organizations
- Honed and utilized crisis management skills during airborne surveillance and airborne combat support missions

United States Air Force 20XX – 20XX
Staff Sergeant 19XX – 20XX
Senior Airman 19XX – 19XX
Airman First Class

- Managed as many as 30 team members and oversee all production activity during first shift.
- Trained personnel in resting and operations procedures including evaluating team members with annual reports.
- Instituted measures to ensure compliance of OSHA, ANSI, state laws and AFOSH standards.
- Directed testing, equipment repairs to component level and quality assurance inspections on avionic line replaceable units.
- Earned a distinguished promotion to the rank of Senior Airman six months ahead of schedule due to outstanding performance.
- Earned rank of Staff Sergeant two years faster than the average promotion to this rank.
- Reduced total repair cycle time by 30% and nearly eliminated human error on documentation by improving supply asset tracking and accountability.
- Reduced expenses by \$30,000 per day and brought hazardous accumulations program into compliance by revamping controlled item disposals.



Online Resources

Programs:

- **U.S. Army Credentialing Opportunities On-Line** - <https://www.cool.army.mil/>
- **Recruit Military** - www.RecruitMilitary.com
- **Troops to Teachers** - www.proudtoserveagain.com
- **Veterans Upward Bound** - www.navub.org
- **Veterans Green Jobs** - www.veterans.greenjobs.org
- **U.S. Office of Personal Management Veterans Page** - www.fedshirevets.gov
- **G.I. Jobs** - www.gijobs.com

Job Listings:

- **Careers for Transitioning Military** - www.taonline.com
- **Hire Vets First** - www.civilianjobs.com/careeradvice/hire-vets-first.aspx
- **Cleared Jobs.net** - www.clearedjobs.net
- **Clearance Jobs** - www.clearancejobs.com
- **Military Hire.com** - www.militaryhire.com
- **Vet Jobs** - www.vetjobs.com

Translating Experience:

- **Skills Translator on Military.com** - www.military.com/skills-translator/mos-translator

Translating Military Experience

Rank to Job Title:

E1-E3 Production Worker, Assembler, Technician, Assistant, Apprentice
 E4-E6 Assistant Manager, Line Supervisor, Section Leader, Task Leader, Supervisor, Foreman
 E7-E9 and W01-WO5 Director, Supervisor, Department Manager, Operations Manager, Technical Specialist
 O1-O3 Executive, Administrator, Manager, Project Officer
 O4 Senior Administrator, Department Head, Program Manager
 O5-O6 Chief Executive Officer, Chief Operating Officer, Program Director
 O7-above President, Senior Director, Chairman of the Board, Managing Director

For specific translations: <http://www.onetonline.org/crosswalk/MOC/>

Include your rank if relevant, example: *Obtained E-5 rank on the first try; only 20% of enlisted personnel accomplish this*

Common Words Used:

Soldiers Staff/Employees/Coworkers Uniforms Weapons Supplies Barracks
 Facilities Company Commander Operations Manager

Special Operations Officer can be turned into a simple statement such as:
Extensive mangement experience in critical operations

Example Translations

1. Strategic Planner, Strategic Planning & Policy Directorate, U.S. Pacific Command, Camp Smith to:
 Strategic Planner and Advisor to CEO & VPs regarding multinational issues.

2. Deputy CIO for Data Management, Joint National Integration Center, Missile Defense Agency, Schriever Air Force Base to:
 Executive VP of Data Management / Technology of a large company advising the CIO.

3. If someone said that they just operated tanks, weapons, and dug ditches (if true):
 Directly supervised, trained, and evaluated 40 personnel, supporting over 2,000 troops in four countries, with an inventory list of 1,500 line items, and material assets valued at \$65M (including large vehicles).

4. If someone worked in bomb disposal:
 Implemented new programs, revised and improved processes, negotiated with a variety of parties, led and supervised personnel in highly dangerous tasks.

Hints

Always include:

Did you supervise people? How many?
 Did you evaluate them? How often?

Did you administer a budget? How large?
 Include if you figured out a way to save money, reduced the number of man-hours required to complete a specific task, or increased efficiency.

Did you oversee facilities or equipment? How much was it worth?

Did you manage logistics, approve things, or move things? How much? How often? Success rate?