Resume Writing

Reasons for a Good Resume

A resume is more than a document. It outlines your skills, background, and education so the potential employer can easily see how you can contribute to the company.

A good resume will help:
- Get an interview
- Make a wonderful first impression
- Stand out against other applicants

What Employers Look For

- An easy to read, property formatted, no grammatical errors resume

- Skills that match the job you applied for
  - Have a unique resume for each posting that you apply for

- Overall career progression

- Name, current company, and education

- Key words (teamwork, supervising, communication, safety, etc.)
  - Take keywords and skills from the job description that match your skills and experience and incorporate them into your resume

Resume Layout

- Heading (name, address, phone number, and email)

- Work Experience (the companies you have worked for by date, job title, duties, and location)

- Education (schools attended on the civilian side or in the military by date, focused subjects, highest education level, and location)

- Special Section (awards earned, volunteer work, etc.)

Highlight Military Experience

- Display veteran credentials in the "special section" of your resume

- Employers seek a disciplined work ethic

- Mention leadership roles you have been given and team size you lead

- Mention Military Training/Schools and any certificates you have earned

How to Translate Military Experience

- Don't use "military language" in a resume
- Point out your military skills (just a few include):
  - Infantry could be security operations
  - Aviation could be airport operations
  - Logistics could be supply management
  - Non-commissioned officers and officers could be leadership
  - Military police could be civilian police officer/corrections
- Need help translating your military skills for internal positions? Look at O*net online

Simple and Direct

- Use 3-4 supporting bullets for each position you have held

- Maintain approximately 10-15 words in each sentence.

- Do not use words that you cannot define

- Use examples you can talk about, and do not share classified information

- Avoid personal pronouns such as: I, me, it, we, my, etc.

- Know your resume. Be prepared for questions directly referencing your resume during interview

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