

# RESUME GUIDE

Your resume is a brief snapshot of your professional career to date. The team at Hire Green has seen thousands of resumes and has put together this guide to help you create, revise, or update your resume.

You should update your resume at least every two years even if you are happily employed or not exiting active duty for some time. We recommend this practice because it forces you to document your accomplishments and quantify your results.

Keep in mind that most hiring managers spend less than two minutes reading a resume before conducting an interview. While your resume is a key tool in your career search, you should not spend hours on end preparing it. The tips and samples we provide should help you develop a concise, articulate document representative of your past performance and future potential.

Many of the items listed below may seem like common sense or as if we are telling you what NOT to do more so than what to do. This is because we have received feedback from hiring managers on what they look for and what they do not like to see in regards to resumes.

## **DOCUMENT SET UP**

### **Do NOT use a MS Word or Online Templates**

Many job hunters think that these templates will provide them with a good format for their resume. What they do not realize is that most resumes are first viewed as e-mail attachments and not as printed documents. If one of these templates is used the tables, lines, and revisions can be seen by the person viewing the document. Start with a blank MS Word document and build your resume from there.

### **Header and Footer**

Leave these areas of the document alone. Do not add page numbering or insert your contact information into the Header or Footer.

### **Paper**

For printed copies of your resume use only 8 1/2" x 11" standard white paper. It is recommended that you use a heavy bond or weight for paper copies but keep it white. Some larger companies scan resumes and white works best. Do not add a scent to your resume and do not add or use paper with pre-printed borders, frames, or lines. Additionally, do not insert your digital picture into the resume. While you should have a professional digital picture available, it does not belong on your resume.

### **Font**

Use a common font for all text - we recommend Arial, Times New Roman, Veranda, or Garamond (Our samples all use Arial). If you use an odd font that is not supported by the viewer's system, your resume may not completely convert and data will be unreadable to the reviewer. Also, stick with the same font throughout the entire document. Do not use colors – stick to the standard black. It is acceptable to use Bold, Italic, and/or Underlined text to bring attention to parts of your resume but avoid going overboard. Font size for everything but your name should be between 9 and 12. Your name should stand out in a 14-16 Bold font.

### **Margins and Length**

We recommend keeping your resume to one (1) page in most circumstances. If you are a transitioning Junior Military Officer or technician, you should have no reason to go over one page. Industry experienced JMOs can justify a two (2) page resume but only if it makes a one page version look too cramped. Start with an Arial 10 or 11 font and adjust accordingly. Your margins should be set to .5" for the Top and Bottom and between .5" and 1" for the Left and Right. These can also be adjusted to fit the text. Our samples are all set to .5" for the Top, Bottom, Left and Right. Avoid blank spaces – never have more than one line of unused space between sections.

## **Functional Areas**

Your resume should be broken down into separate, easy to navigate functional areas. Depending on your experience these functional areas will differ. Please refer to our Sample Resumes below for recommendations. All resumes, however, should follow these rules of thumb:

## **CONTACT INFORMATION**

### **Name**

We recommend that your contact information be at the top of your resume and centered. Your Name should include your nickname if you preferred to be addressed by such. This way, potential interviewers will not

question your voicemail greeting should the name not match what is listed on your resume.

### **Address**

List your current address complete with unit or apartment number, city, state, and zip code. Do not list current and home of record address as this will confuse a non-military interviewer.

### **Phone**

List a home and cell number if you have both. Be sure to check your messages daily and return all calls within 24 hours. Make sure your voice message is professional (see example in our Interview Guide) and energetic.

### **E-Mail**

Avoid using a military e-mail address. As you know, service with these accounts can have its difficulties. We suggest that you create a separate e-mail account that you will use solely for your career search. There are numerous free services but we recommend Gmail, Hotmail, or Yahoo as they are the most popular and least likely to be mistyped by the person attempting to contact you. Do not have any slang or inappropriate handles in your email address as it will be viewed as unprofessional by the interviewer (i.e. [rangerstud@isp.com](mailto:rangerstud@isp.com) or [devildog4u@isp.com](mailto:devildog4u@isp.com)). Keep it simple and tied to your name (i.e. [ido77@isp.com](mailto:ido77@isp.com) or [billsmith12@isp.com](mailto:billsmith12@isp.com)).

### **Security Clearance**

It is acceptable to list your clearance if it is active, capable of becoming active, and ABOVE SECRET.

### **What NOT to put on your Resume**

We are aware of a resume format that is popular among some transitioning military members that encourages listing the information below on your resume. We highly recommend against listing this info as it is confidential; some of these items are also not allowed for discussion during an interview unless brought up or disclosed by the candidate. Do not open a can of worms by including it on your resume.

Spouse's and Children's Names and Ages  
Age  
Rank  
Desired Salary  
Type of Discharge

Height/Weight & Health Status  
Race  
Social Security Number  
Date of Availability

### **OBJECTIVE STATEMENT**

99.9% of the time an Objective Statement will not help you. Unless it is so specific and tailored not only to the job, but also the interviewer's style, it may actually hurt you. Solution – leave it out!

### **REFERENCES**

Another common trend is to list **References Available Upon Request**. This is understood and not necessary. You should, however, have a Reference List prepared and with you during all interviews. A sample format showing Personal and Professional References is listed below.

### **EDUCATION**

List your school, degree type, and graduation year

- You only need to list the graduation year, not all years attended. This is because anything more than 4 years could open the door for the interviewer to ping you on why it took you longer than average to graduate.
- List any clubs, organizations, or teams you were a member of. If you held a leadership position within the group be sure to list it as well (President, XYZ Fraternity; defensive Captain, Varsity Football, Etc...)
- If you personally financed any or all of your education or if you were awarded any scholarship funds (ROTC, Academic, Athletic, Etc...) be sure to list them
- Only list your GPA if it is a 3.0 or better. Do not list your Major GPA unless your overall is above 3.0
- List any additional significant accomplishments (Study Abroad, Graduated in less than 4 years, Etc...)

Additional Info on your Education:

- If you have an advanced degree list it first
- There is no need to list your high school, unless that is your highest level attained
- You do not need to list your Associates Degree if you have a 4 year degree

### **PROFESSIONAL / MILITARY EXPERIENCE**

Your resume should follow **Reverse Chronological Order** – most recent or present role at the top and then work backwards. Avoid using military jargon and full unit identification. For each major job held you should provide a 2-3 sentence description of your duties and responsibilities and 2-3 bulleted accomplishments.

## Documenting Experiences

**Description** – Your description is a brief overview of the tasks and responsibilities associated with your position. You should not write in the 3<sup>rd</sup> person and should limit each description to general duties and responsibilities.

**Bullets** – These are quantifiable results that you (not your unit) accomplished.

- **Format**

- › Do not use periods
- › Capitalize the first letter of each bullet
- › Indent slightly from the Description

- **Quantify** – The use of numbers and percentages validates your accomplishments and shows that you are results and goal oriented

- **Individual Results** – Avoid unit accomplishments unless you were the main driving factor behind your unit's recognition. If you are citing an award do not just list it but briefly state why you were honored for your actions

- **Action Words** – Always start your bullets off with an impactful Action Word to catch the reviewer's attention. Please refer to the list below for examples:

Reduced	Increased	Spearheaded	Shortened	Exceeded
Awarded	Adapted	Selected	Led	Introduced
Achieved	Constructed	Created	Founded	Spear-Headed
Decreased	Advanced	Simplified	Solved	Projected
Marketed	Applied	Redesigned	Reengineered	Implemented
Developed	Streamlined	Overcame	Accomplished	Earned
Improved	Scheduled	Revised	Organized	Attained
Undertook	Recognized	Successfully	Safely	Qualified

**Keep up to date** - Know what bullet points you listed and be prepared to relay a story on each

## COMMON RESUME ERRORS

**Non-conformity in style** - Listing dates differently, varying font attributes different margins, etc...

**Spell/Grammar Check** – make sure you run it and remove (ignore) any highlighted items. ENSURE you have turned OFF "Ignore words in all caps"

**State Abbreviations** – Use the standard USPS format (two letters, both capitalized, no period)

**Markup** – Make sure you turn off the Markup function when editing or revising your resume. If you send it with markup enables, the reviewer can see what and when you have made changes

**Lines** – Remove anything that is not text

**Title** – Just list your name. **Not** John\_Doe\_sales\_version\_28

**Periods on Bullets** – No need for them

**Bullet Style** – Do not use imported icons or graphics. Just use standard Word selections

## SAMPLES

On the following pages we have provided sample resumes and a sample reference sheet for you to see how they are laid out and how the content is presented. Please keep in mind that they have been formatted to fit this document. Downloadable sample files can be found on our web site.

[JMO Sample]

**FIRST LAST**  
1234 Any Street  
Hometown, US 12345  
H: (123) 456-7890, C: (321) 098-7654  
[name@isp.com](mailto:name@isp.com)

**EDUCATION:**

BS Marketing – University of Maryland, 1997

- Chapter President, SAE National Fraternity
- Intramural Soccer
- Financed 40% of education through various part time jobs
- 3.4 GPA

**EXPERIENCE:**

**Captain, United States Marine Corps**

**6/01 – Present**

**Company Commander**

**Camp Pendleton, CA**

Lead a 180 person unit in accomplishment of mission oriented training and real world operations. Responsible for the health, morale, and welfare of all subordinates. Personally develop 6 other officers and 22 staff personnel. Advise and assist the commander on probable courses of action. Responsible for \$12 million worth of equipment disbursed in 3 separate locations.

- Awarded the ***Navy Marine Corps Commendation Medal*** for achieving the highest Commanding General's Inspection score out of over 130 different units in the division
- Reduced the unit's total operating expenses by 12% from previous year while increasing operational readiness by 7%
- Developed a new logistical procedure for debarkation of tactical equipment while embarked aboard Navy ships which is now being introduced Marine Corps wide as the new standard for ship to shore operations

**1/99 – 5/01**

**Executive Officer**

**Okinawa, Japan**

Directly supervised the overseas deployment of a 160 person detachment. Oversaw the complete movement of personnel and equipment. Led daily staff meetings and coordinated three separate training schedules. Acted as liaison between host nation and unit for all cultural exchange functions.

- Initiated and supervised the unit's Community Sharing operation that led to the disbursement of over 2,000 books to local schoolchildren
- Increased the unit's physical fitness score by over 26% to reach the highest composite score on the island for a unit with over 150 personnel
- Taught 2 undergraduate classes in spare time to over 50 students per class

**8/97 – 12/99**

**Platoon Commander**

**Camp Pendleton, CA**

Responsible for the direct supervision of 28 personnel. Served collateral duties as Classified Materials Control Officer and as Nuclear, Biological, and Chemical Training Officer.

- Obtained highest possible rating of Mission Capable on 5 day field evolution in chemical environment (1 of only 2 awarded out of 14 participating units)
- Successfully presented 5 subordinates for meritorious promotion ahead of their peer group
- Selected to represent the Marine Corps for funeral detail for former US senator

**ADDITIONAL INFORMATION:**

- Enjoy running, reading business periodicals, and golf • Graduate of Dale Carnegie training
- Active in local community, Elder in church

## FIRST LAST

1234 Any Street  
Hometown, US 12345  
H: (123) 456-7890, C: (321) 098-7654  
[name@isp.com](mailto:name@isp.com)

### **SUMMARY OF QUALIFICATIONS:**

Over nine years of military and civilian experience involving management, maintenance, repair, precision calibration, and operational testing of computer controlled electronic and pneumatic systems, electro-optical systems, process analyzers, AC/DC drives and servo-motor systems.

Engineering	Lock-Out, Tag-Out	Motor Controllers
MSDS	Troubleshooting	Schematics
AC/DC Motors	AC/DC Circuits	Diesel Engines
Welding Equipment	450 VAC, 3 Phase	Hydraulic Systems
Pneumatic Systems	Electrical Safety	HVAC

### **EXPERIENCE: Chief, U.S. Navy**

#### **2002 – 2005                      Shop Supervisor**

- Managed and supervised five technicians in the Electrical Department
- Managed and supervised four technicians in the Mechanical Auxiliaries Department

#### **1998 – 2002                      Electrical Technician**

Experienced in preventative and corrective electrical maintenance on the following equipment:

- 3 phase and single phase AC/DC plant equipment
- Power and lighting circuits, switches, and fuse boxes
- Ammeters, voltmeters, ohmmeters, and other test equipment
- Motors, generators, controller, and related power generation equipment
- Alarm systems and other power monitoring equipment
- Familiar with Windows NT and Word

Additional experienced in reading blueprints and schematics for wiring installation of new equipment, additions, and alterations.

### **TECHNICAL EDUCATION:**

1998 Basic Electricity/Electronics ("A" School), Naval Training Center Orlando, FL  
2000 Advanced Electricity/Electronics ("C" School), Norfolk, VA  
2000 Electrician "C" School Mine Hunter Coastal Machinery Ships Console Operator / Maintenance Course  
2001 Electrician "C" School Cargo Weapons Elevator School  
2001 Electrical Motor Controller Repair, Naval Station, Charleston, SC  
2002 400hz Motor/Generator Technician, Naval Station, Norfolk, VA  
2003 Electrical Motor Rewind Technician, Naval Station, Norfolk, VA  
2003 Welding Power Supply Repair, POWCON Inc., San Diego, CA

### **LEADERSHIP:**

Qualified Engineering Officer of the Watch, recognized as the hallmark in the field of ship engineering. Duty involved control, operation, maintenance, and repair and casualty control of the engineering power plant.

### **TROUBLESHOOTING:**

- Experienced in troubleshooting of computer control groups, hardware, software, and peripherals.
- Electro-Optical systems to include night vision equipment and forward looking infra-red systems.
- Turbine temperature indicators, flame detectors, power supplies, and AC/DC drives and servomotors, pneumatics and hydraulic systems.
- Digital multiplexed systems, process analyzers, systems data processors, measurement and control devices all to circuit card or component level.

### **COMPUTER SOFTWARE:**

Microsoft Windows, Microsoft Works, Microsoft Word

## [References Sample]

### FIRST LAST

1234 Any Street  
Hometown, US 12345  
H: (123) 456-7890, C: (321) 098-7654  
[name@isp.com](mailto:name@isp.com)

#### PROFESSIONAL REFERENCES

**Major Samuel Jackson** (Current Immediate Superior Officer)

1234 Military Drive  
Box #4321  
Hometown, US 12345

Phone: (123) 456-7890  
[Email: first.last@us.mil](mailto:first.last@us.mil)

Excerpt from performance evaluation:

*"Aggressive, intuitive, and competent officer. Seizes the initiative at every opportunity to stay ahead. Stands out amongst peer group in level of knowledge and experience. Confident; ability to "sell" ideas, make recommendations to superiors, subordinates, and peers make him a trusted source of counsel and force multiplier. Ready for billets of increased responsibility. Enthusiastic leadership style breeds positive results from staff section and greatly contributes to overall success; motivated, hands-on."*

**LtCol Owen Wilson** (Current Unit Commander)

1234 Military Drive  
Box #4321  
Hometown, US 12345

Phone: (123) 456-7890  
[Email: first.last@us.mil](mailto:first.last@us.mil)

Excerpt from performance evaluation:

*"Shaker & mover with plan and resourcefulness to move any mountain in providing best logistics support possible. Provide intent, little rudder, stand back, he'll achieve. Operationally attuned and savvy. Keen insight into needs of supported unit. Proactive, prescient, precise leverage of available assets garners desired end state. Positive, finds ways to say yes, despite challenges. A proven commodity; a logistician I want on my team."*

**Col Vince Vaughn** (Previous Unit Commander)

1234 Military Drive  
Box #4321  
Hometown, US 12345

Phone: (123) 456-7890  
[Email: first.last@us.mil](mailto:first.last@us.mil)

Excerpt from performance evaluation:

*"An asset to any team. Ability to grasp complex concepts and immediately put into action. Performs at a level above his current rank and billet. Understands the principals of effective leadership and the importance of its impact upon out entire unit's success. Uncapped developmental potential, ready to assume increased levels of responsibility."*

#### PERSONAL REFERENCES

**Mr. Wil Ferrell**

**President, Acme Wipers** (Family Friend)

1234 Civilian Drive  
Hometown, US 12345

Phone: (123) 456-7890  
[Email: name@isp.com](mailto:name@isp.com)

**Mrs. Jessica Simpson**

**Principal, Oak Grove High School** (Former High School Principal)

1234 Civilian Drive  
Hometown, US 12345

Phone: (123) 456-7890  
[Email: name@isp.com](mailto:name@isp.com)

**Mr. Vincent Chase**

**Sales Director, Big Bear Films** (Former Employer - Internship)

1234 Civilian Drive  
Hometown, US 12345

Phone: (123) 456-7890