



CANDIDATE TRAINING PROGRAM

The Next Step to a Civilian Career

RESUME FORMAT & TIPS

**3
MODULE**

RECRUIT  MILITARY[®]

Resume Format

Use this guidance to format a strong master resume that can be tailored to your unique interests.

NAME

Street address | Phone number
your_name@gmail.com | www.linkedin.com/your-name

HEADING

Include name, address, phone number & email.
LinkedIn: ONLY include if established

MULTI-DISCIPLINARY LOGISTICIAN | PRODUCTION SUPERVISOR

Accomplished supervisor skilled in directing and overseeing training distribution, troubleshooting, sustainment and operation support, testing, phase maintenance and risk mitigation. Effective teambuilder with the proven ability to incorporate change management and process improvement to turn around under-performing organizations. Create highly operational and productive programs through highly operational and productive programs through training and leadership in domestic, remote and international settings.

PROFESSIONAL SUMMARY

CAPTION | Use the title strategically.

PROFESSIONAL SUMMARY PARAGRAPH
Grab the reader's attention and "sell" your skills.

KEY SKILLS

Ensure you can confidently speak to ALL skills listed.

KEY SKILLS

Schematics/ Wire Diagrams Engines/ Transmissions Hydraulic/ Pneumatic Systems
Inventory Management Precision Measuring Tools Electrical Equipment
Rotors/ Flight Controls Industrial Safety/ OSHA 10 Secret Security Clearance

PROFESSIONAL EXPERIENCE

INCLUDE:

- organization/company
- location
- position timeline
- job title
- responsibilities

KEY TIPS:

- Keep format and numerals consistent.
- Avoid passive language.
- Highlight achievements in quantifiable terms.

PROFESSIONAL EXPERIENCE

Senior Maintenance Manager | U.S. Navy – Naval Station Norfolk / Middle East
Jun 2014 – Present

- Supervised cross-functional personnel throughout plant operations.
- Oversaw the orchestration of high visibility operations in: controls, materials, risk management, compliance, inventory, safety, and quality.
- Reviewed equipment and system life cycle documentation and provided feedback.

Maintenance Manager | U.S. Navy – Naval Base San Diego
Oct 2011 – Jun 2014

Performed maintenance, including inspection, operational testing, repair, modification and replacement of over \$5M in aircraft electrical/avionics.

EDUCATION AND CERTIFICATIONS

United States Naval Academy | B.S., History, GPA 3.5 | May 2010
Certified Information Systems Security Professional | Expected completion Jan 2020

TRAINING

Nuclear Propulsion Plant Operator Course (Prototype), 2012 | Advanced nuclear prototype training, requiring the safe operation of a naval nuclear propulsion plant during startups, shutdowns, transient operations and casualty scenarios.

EDUCATION / TRAINING / CERTIFICATION

This section should contain

- Degree/Certification earned.
- Institution attended / Issuing authority.
- Timeframe attended or year awarded.

Resume Tips

1 MILITARY TO CIVILIAN TERMINOLOGY
Do your best to replace military specific systems with civilian language descriptors.

2 AVOID ACRONYMS
Make your resume easy to understand by avoiding acronyms that may cause confusion.

3 PAST AND PRESENT ROLES
Use present tense for positions currently held and past tense for previous roles.

4 EVERY DETAIL COUNTS!
Always have someone proofread your resume for spelling and grammatical errors.

5 UTILIZE BULLET POINTS
Use bullet points to ensure succinct and relevant information.

Optimize Your Resume

 [Creating a Winning Resume Part 1](#)

 [Creating a Winning Resume Part 2](#)

 [Resume Webinars](#)