



Veterans Career Program

Resume Writing Tips

GETTING STARTED

- **Tailor your resume to each new job**
 - ☐ Example: Office, Retail, Food Service, etc.
- **Offer a skills summary first**
- **Incorporate major keywords from the job description**
- **Use action verbs to begin your bullet point statements**
 - ☐ Spearheaded
 - ☐ Managed
 - ☐ Coordinated
 - ☐ Oversaw
 - ☐ Developed

FORMATTING

- **Format your bullet points to show measurable results**
 - ☐ Accomplished (X) by doing (Y) as measured by (Z)
- **Use 12 pt. font, nothing smaller or larger**
- **Shorten your LinkedIn URL**
- **Translate military job titles into civilian terms**
- **Limit your resume to 1-2 pages**
- **Do not include your age on your resume**
- **Do not include pictures**
- **Do not add hobbies**
- **No pronouns**
- **Federal resume can and should be longer than generic resume**

FILE SAVING

- **Proofread, proofread, and proofread again!**
- **Turn resume into PDF before applying**
- **Save the final file with your name followed by resume**
 - ☐ James Krimbleton: jkrimbleton_resume.pdf or jameskrimbleton_resume.pdf





Summary of Qualifications

The summary of qualifications is your marketing pitch, which allows you to boast about your talents. It should correspond with your objective and it should include specific achievements, certifications, licenses, computer skills, or other job-related skills. It is important that you list only the skills and achievements that will help you with the position that you are seeking.

Summary of Qualifications Samples

- Over _____ years of experience in management and supervision.
- Highly effective in promoting a positive, productive environment.
- Reputation for excellence and high quality service to clients.
- Good eye for detail; well organized, skilled in setting priorities.
- Resourceful and self-confident; can get the job done, and do it well.
- Strong interpersonal and communication skills.
- Remain calm and work well under demanding conditions.
- Proven record of innovative and effective staff development.
- Strong commitment, vision and leadership.
- Developed innovative programs for major _____, incorporating trends on the leading edge of _____ field.
- Effective problem solver; thorough researcher.
- Well organized and focused in coordinating projects.
- Strong analytical, writing and research skills.
- Conscientious and thorough with detail.
- Equally effective working independently and in cooperation with others.
- Effective working alone and as a cooperative team leader.
- Keen perception for extracting important data.
- Innovative in designing and carrying out projects.
- Highly motivated to achieve set goals.
- Successful in mastering new skills through hands-on experience.
- Graduate degree with an emphasis in _____.
- Skilled and thorough in analyzing problematic situations and finding creative solutions.
- Sharp, quick learner; willing to get involved.
- Strengths in analyzing, researching, organizing, and problem solving.
- Excellent organizational and communication skills.
- Fluent in _____ and _____.
- Computer literate in MS Word, Excel, Access and PowerPoint.



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How to Translate Your Resume

JOB TITLES

1. NCOIC, Watch Captain, Petty Officer of the Watch = Supervisor, Manager, Coordinator
2. Commander, Chief = Division Head, Director, Senior Manager
3. Senior NCO = First Line Supervisor
4. First Sergeant = Personnel Supervisor
5. Squad Leader = Team Leader
6. Supply Sergeant = Supply Manager/Logistics Manager
7. Operations NCO = Operations Supervisor
8. Platoon Sergeant = Supervisor/Instructor/Trainer

JOB DUTIES

- **BE SPECIFIC**
 - ☐ IF YOU BRIEF SOMEONE = WHO, WHY, WHAT
- **INCLUDE NUMBERS**
 - ☐ MONEY, SUPERVISED, TRAINED
- **MAKE SURE YOUR JOB DUTY MAKES A COMPLETE STATEMENT**
- **DON'T USE ACRONYMS**
- **BRAG ON YOURSELF**
 - ☐ NO "WE, THE TEAM, THE GROUP"
- **USE THE STAR METHOD**
 - ☐ SITUATION, TASK, ACTIVITY AND RESULT
- **ACCOMPLISHMENTS NEED TO RELATE TO JOB YOU'RE APPLYING FOR**
- **CREATED PROGRAM**
- **CREATED SOLUTIONS**
- **SKILLS – BACK THEM UP**
 - ☐ HOW DID YOU USE THEM
 - ☐ WHEN DID YOU USE THEM
 - ☐ WHERE DID YOU USE THEM