



Resume Guide

Private Sector Resumes

Military & Family Support Center
1191 Menoher Dr.
Joint Base Andrews MD 20762
301-981-7087

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Introduction

The main purpose of a resume is to secure an interview. It is a personal advertisement of who you are and what you can offer an employer – your experiences, achievements, skills, education, etc.

This resume is your “foot in the door” to an employer and should make you stand out among your peers. It should interest the employer enough to schedule an interview and further investigate what you can offer the company. Once an interview is scheduled, you can *really* shine and hopefully get a job offer! There are many resume formats to choose from, most of which will be covered in this packet.

Whenever possible, try to contact the supervisor instead of the personnel department. Typically, personnel processes paperwork, but does not actually know what the supervisor is looking for. If the supervisor is contacted and he/she is interested in interviewing you, he/she can possibly expedite the process with personnel.

The resume formats discussed in this packet are as follows:

1. Chronological
2. Functional
3. Combination
4. Curriculum Vitae

Examples that are contained in this document are meant to be “snapshots” or portions of each resume.

Resume Formats

Chronological Resume

A **chronological** resume is just that, chronological. It will list your experiences from the most recent working backwards. This is one of the simplest formats to compose and for a hiring manager to understand. In short, it is logically organized.

Advantages:

- Highlights continuous employment & growth
- Simple to follow
- Can be advantageous for education and government career fields
- Emphasizes focused career direction
- Useful for continuing in the same career field

Disadvantages:

- Exposes large gaps in employment
- Not quite as easy to use when making a drastic career switch
- Seeking your first job

When composing a **chronological** resume, keep these guidelines in mind:

1. *One to two pages in length.*
2. Begin with your most recent professional history and work backwards.
3. Highlight the last ten years of work experience; however, simply summarize early experience unless it is particularly relevant to the potential position.
4. Must use year designations; month and day are *optional*.
5. No requirement to list every position change within the same employer. List the most recent position held and two or three others are needed.
6. Do not repeat common details among several jobs; change it up a bit!
7. When detailing a position, list the *major* achievements and duties to demonstrate your competency. This will help keep the resume length in check.

CHRONOLOGICAL

Example of a personal statement!

123.456.7890

BRUCE WAYNE

123 Central Street • Gotham City

brucewayne@email.com

Senior Executive

Meticulous and innovative leader with extensive experience in highly competitive environments. Skilled at building partnerships and other collaborative efforts to achieve corporate goals and improve overall quality of life. Exceptional ability to work within a team and promote unity. Highly skilled at crime reduction and the enforcement of justice. Looks good in black.

Professional Experience

WAYNE ENTERPRISES, Gotham City, SA

1990 - Present

Chief Executive Officer

- Supports local law enforcement endeavors with the apprehension of 16 comic book villains, reducing the crime rate in Gotham city by 30 percent.
- Directs the operational planning and successful execution of company-wide initiative to reduce excess spending, which saved the company 2.3 billion dollars in 2013.
- Conducts annual financial analysis of 11 departments, prepares reports and presents findings to board executives.
- Coordinates 68 vendors and seven keynote speakers for annual symposium on market strategies with an attendance of 4,000 consumers.

Accomplishments:

- Awarded Chief Executive Officer of the year in 2013.
- Collaborated with Alfred Pennyworth to create a dynamic, crime-fighting super suit with bat ears.

LIVERPOOL INDUSTRIES, Miami, FL

1986 - 1990

Senior Vice President

- Led a team of 16 department supervisors in the creation, implementation and analysis of 26 annual marketing projects.

Education

UNIVERSITY OF BUSINESS, San Diego, CA

Bachelor of Science in Business Management, 1979

GPA: 3.5 of 4.0

UNIVERSITY OF CRIME FIGHTING, Marvel, CA

Master of Psychology in Criminal Psychology, 1983

GPA: 3.6 of 4.0

Functional Resume

A **functional** resume organizes all your experience and qualifications by *major headings*, such as strengths or skills. Titles and work history are at the very most listed secondary, many times completely omitted. This style highlights skills and plays down employment, dates, and other historical factors. It doesn't care who you learned the skills from, just that you learned them!

Advantages:

- Great for those re-entering workforce, switching careers, or just starting out
- Emphasizes what you bring to the employer; flexibility
- Hides large gaps in employment history

Disadvantages:

- Requires more analysis to write and organize resume
- May not be quite as familiar to hiring manager
- Easy to target this resume to a position

When composing a **functional** resume, keep these guidelines in mind:

1. *One to two pages in length.*
2. Separate your history into four to six major headings within a specific area of expertise, such as: career development, public customer service, or communication.
3. List these headings in order of importance and how it relates to the job for which you are applying. Optional to list work history at the bottom.
4. Accomplishments can be included without detailing a specific employer.
5. Educational degrees can be listed before the qualifications portion; however, you may list high school diploma, technical training and related information below the qualifications.

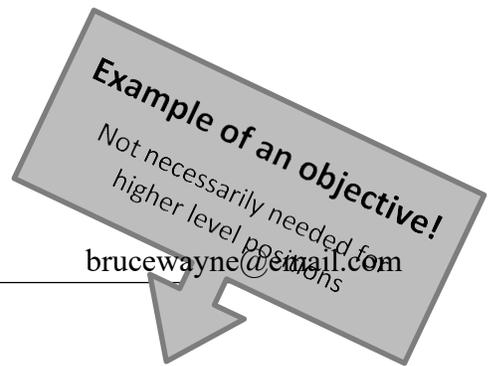
Potential **functional** resume headings:

Engineering	Office Management	Business Management	Recruiting
Environmental Planning	Performing Arts	Teaching	Restaurant Management
Evaluation	Training	Clerical	Sales
Family Counseling	Photography	Computer Programming	Social Work Special
Financial Management	Policy Making	Consultation	Education Supervision
Food Preparation	Presentation	Construction	Interviewing Investigation
Fundraising	Product Development	Corporate Administration	Language Interpretation Legal
Graphic Design	Program Development	Cost Analysis	Marketing Systems Analysis
Human Services	Public Speaking	Customer Relations	Teaching
Inspection & Maintenance	Publishing	Curriculum Development	Volunteer Management
Client Services	Purchasing	Data Processing	Media
Community Relations	Quality Control	Design	
Merchandising	Real Estate	Drafting	Reporting
Negation	Records Management	Editing	
		Education	

FUNCTIONAL

BRUCE WAYNE
123 Central Street • Gotham City

123.456.7890



Objective

Corporate Manager in a large environmental sustainment non-profit agency, utilizing crime-fighting as a method of energy conservation.

Leadership

- Extensive background in local law enforcement processes and policies as it relates to investigation and apprehension of alleged criminal offenders.
- Able to direct the operational planning and successful execution of company-wide initiatives to reduce excess spending.
- Develop mentorship program among senior executives to foster collaboration and leadership.

Financial Management

- Conduct annual financial analysis departments, prepare reports and present findings to executives.
- Proficient in Microsoft Office Suite, including Word, Excel, Access, Outlook and Power Point.

Problem-Solving

- Application of logic and collaboration to business-related challenges in order to solve problems and facilitate positive change.
- Develop and maintain chain of command problem resolution guidelines for interoffice disputes.

Customer Service

- Ability to coordinate annual symposiums on pertinent topics, such as marketing strategies, involving over 4,000 vendors, keynote speakers, and attendees.
- Multilingual and can accommodate a variety of customers with language requirements.

Education

UNIVERSITY OF BUSINESS, Marvel, CA
Bachelor of Science in Business Management, 1979
GPA: 3.5 of 4.0

UNIVERSITY OF CRIME FIGHTING
Master of Psychology in Criminal Psychology, 1983
GPA: 3.6 of 4.0

Combination Resume

A **combination** resume combines a chronological with a functional resume. Relevant skills and abilities are clustered under functional headings, while still listing work history with job titles, organization, dates and location beneath.

Advantages:

- Emphasizes strengths
- Affords flexibility to the one writing the resume
- Easy to tailor this resume to specific positions
- Downplays large employment gaps

Disadvantages:

- Can get lengthy if not careful
- Still shows large gaps in work history
- Require analysis of information for organizing data

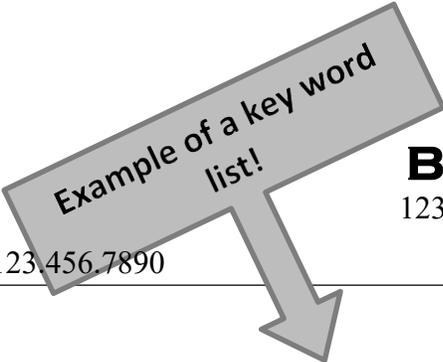
When composing a **combination** resume, keep these guidelines in mind:

1. *One to two pages in length.*
2. Place functional headings after your job objective.
3. Use information from all your experience: volunteering, work, etc. and emphasize the strengths developed from those.
4. Work history is listed after the functional headings section in reverse chronological order; begin with most recent and work backwards.
5. Degrees are listed in reverse chronological order as well; include relevant trainings, certifications, etc. Honors and awards can be grouped within education or separate.
6. Licenses, credentials, languages, publications, etc. are listed if they are relevant to position for which you are applying.

When tailoring/targeting a **functional** or **combination** resume to a specific job, check out this list of traditional associated skill groupings:

1. **Management Skills:** Planning • Organizing • Scheduling • Delegating • Assigning • Directing • Hiring • Measuring Product • Setting Standards • Work Under Stress • Travel Frequently • Effective Team Member • Personnel Practices & Time Management
2. **Communication Skills:** Negotiating Strategies • Reasoning • Defining • Writing • Listening • Explaining • Interpreting Ideas • Reading • Public Speaking • Correct English Usage • Subject Knowledge • Communication Systems Operation

3. **Research Skills:** Recognizing • Interviewing • Developing • Synthesizing • Writing • Diagnosing • Collection Data • Extrapolating • Reviewing • Statistics • Research Design
4. **Financial Skills:** Calculating • Projecting • Budgeting • Problem Recognition • Problem Solving • Able to Concentrate • Handle Detail Work • Orderly Thinking • Accounting Procedures Data Processing • Operate Computers • Financial Concepts • Investment Principles
5. **Manual Skills:** Operating • Monitoring • Setting-Up • Driving • Cutting • Precise Machine Work • Heavy Work • Assembly Line • Independent Work • Knowledge of Tools • Safety Rules • Basic Mechanics • Electronic Principles • Basic Plumbing
6. **Service Skills:** Counseling • Guiding • Leading • Listening • Coordinating • Respond to Emergencies • Subject Knowledge • Human Behavior Principles • Community Resources
7. **Clerical Skills:** Examining • Evaluating • Filing • Improving • Recording • Computing Recommending • Team Member • Following Directions • Routine Office Work • Basic Clerical skills • Bookkeeping • Data Entry • Telephone
8. **Technical Skills:** Financing • Evaluating Data • Aligning Fixtures • Investigation Principles • Following Specifications • Observing Indicators • Balancing Principles • Verifying • Drafting • Designing • Economics
9. **Public Relations:** Planning • Conducting • Informing the Public • Consulting • News Releases • Representing • Odd or Long Hours • Negotiating Principles • Human Relations
10. **Agriculture Skills:** Diagnosing Malfunctions • Horticultural • Repairing Engines • Maintaining Machinery • Packing • Replacing Defecting Parts • Wood Working • Constructing Building • Hitching • Welding • Outdoor Work • Varied Climate • Manual or Heavy Work • Basic Machinery Operation • Safety Rules
11. **Selling Skills:** Contracting • Budgeting • Persuading • Reviewing Products • Inspecting Products • Determining Value • Informing Buyers • Promoting Sales • Indoor and Outdoor Work • Financing • Work Under Stress or Long Hours • Knowledge of Products
12. **Maintenance Skills:** Repair Equipment • Maintaining Equipment • Operating Tools • Dismantling • Removing Parts • Adjusting Functional Parts • Purchasing or Ordering Parts • Climbing • Indoor and Outdoor Work • Lift Heavy Equipment • Team Member • Basic Mechanics • Electrical or Plumbing Principles



COMBINATION

BRUCE WAYNE

123 Central Street • Gotham City

123.456.7890

brucewayne@email.com

Senior Executive

Operations Management • Performance and Quality Standards • Teamwork
Strategic Planning • Change Management • Staff Development
Customer Service • Partnership Collaboration

Leadership

- Extensive background in local law enforcement processes and policies as it relates to investigation and apprehension of alleged criminal offenders.
- Able to direct the operational planning and successful execution of company-wide initiatives to reduce excess spending.
- Facilitate quarterly communication and leadership training to 20 executives.

Financial Management

- Conduct annual financial analysis of 11 departments, prepare reports and present findings to board executives.
- Proficient in Microsoft Office Suite, including Word, Excel, Access, Outlook and Power Point.

Customer Service

- Ability to coordinate annual symposiums on pertinent topics, such as marketing strategies, involving over 4,000 vendors, keynote speakers, and attendees.

Professional Experience

WAYNE ENTERPRISES, Gotham City, SA 1990 - Present

Chief Executive Officer

Accomplishments:

- Awarded Chief Executive Officer of the year in 2013.
- Collaborated with Alfred Pennyworth to create a dynamic, crime-fighting super suit with bat ears.

LIVERPOOL INDUSTRIES, Miami, FL 1986 - 1990

Senior Vice President

Accomplishments:

- Lead a team of 16 department supervisors in the creation, implementation and analysis of 26 annual marketing projects.

Education

UNIVERSITY OF BUSINESS, Marvel, CA

Bachelor of Science in Business Management, 1979

GPA: 3.5 of 4.0

Curriculum Vitae (US)

A **curriculum vitae** (CV) in the US is typically used with applying within research or education career fields. It lists publications, presentations, etc. When composing a US CV, keep in mind that it can be lengthy, as it tends to follow your career.

When composing a **curriculum vitae**, keep these guidelines in mind:

1. Here are some examples of sections that could be found on a curriculum vitae:
 - a. Contact Details (*a must, obviously!*)
 - b. Education
 - c. Honors and Awards
 - d. Presentations
 - e. Papers or Publications
 - f. Research
 - g. Employment History
 - h. Lectures
 - i. Teaching Interests
 - j. Academic Service
 - k. Fellowships
2. The way in which you order the topics of your CV can be very flexible. Lead with what is most important to the agency or institution with whom you are applying.
3. Elaborate of your accomplishments and skill sets.
4. While the categories can be flexible, order the information within each category chronologically.
5. You may add additional headings to include licensures, certifications, workshops, applicable trainings, languages, etc.
6. Your CV could end up resembling more of a list than a standard resume.
7. Utilize the knowledge of faculty at the institution of which you are currently apart to help refine your CV (they've already been through it!).

Research Potential Employer

It is important to know what the employer is looking for and what they consider important. You also want to “use their language” when composing your resume. In order to do this, you need to do some sleuthing!

1. Go online and check out their website(s) and social media.
2. Use the actual job announcement to pull key words from to use in your resume.
3. This knowledge will be useful at an interview. They will want to know why you want to work for them and what you already know about their mission, values, products, service demographic, etc.

You can almost guarantee that they will be checking out you social media presence and trying to find out if you will be a good fit for their company.

Make sure your social media reputation is one that would be attractive to the employer!

Compile & Refine Data

1: Contact Details

Name: _____

Home Address: _____

Phone: _____

Professional Email: _____

2: Job Objective

Most current resumes do not use an objective, this section is no longer the industry standard.

3: Work Experience

COMPILE DATA:

List employment history in reverse chronological order using this template to ensure you have all the pertinent details (repeat with all jobs on resume):

Job Title: _____ Dates of Employment: _____

Name of Company or Agency: _____

Address: _____

Telephone: _____

Supervisor's Name: _____

List duties: _____

Did you supervise anyone? _____ How many? _____

Did you train anyone? _____ How many? _____

Specific skills used: _____

Machines or operating systems used: _____

Reminders:

- Use numbers wherever possible to show the work you've done.
- If employed with military, be sure to translate it into civilian terms.
- Include volunteer and summer work as well if pertinent to the position you are seeking.
- Any accomplishments in this position?

4: Education

These are some *general* guidelines for listing education on resumes:

1. Begin your list with most recent first within the last ten years; always list degrees achieved.
1. You may list major field of study if you feel it is important and relevant to the position you are seeking.
2. In some cases, you may want to list special courses, seminars and trainings, but *do not copy straight from your transcript*.
3. You may list GPA if 3.5 or higher; however, be consistent. Do not list it for one school and not another. Some hiring managers may make negative assumptions if that is the case.
4. If your class rank is worth mentioning and relevant, you may list it here as well. Special honors, senior thesis, etc. may be included as well if you have *no work* experience and your emphasis is education.
5. Do not include high school if you have received college credits.
6. If you have not completed your college degree yet, add the amount of credits you have received towards your degree. If you are nine months away from graduation, you may list your graduation date.

List education in reverse chronological order using this template to ensure you have all the pertinent details, although you may not use all of the details once you refine the data (repeat with all education on resume):

Name of College or University: _____

City/State: _____

Year of graduation: _____ Major: _____

Other academic emphasis? _____

Honors, scholarships, awards: _____

Special courses, seminars, training (course titles and completed hours): _____

High School (if no college): _____

Power words or action verbs can also help improve the impact your resume makes on a hiring manager. Consider the list below if you have “weak” or “passive” verbs in your resume. Switch them out with some more dynamic actions!

Accelerated	Developed	Lectured	Revised	Critiqued
Accomplished	Devised	Led	Risked	Debated
Achieved	Directed	Licensed	Scanned	Decentralized
Acted	Discovered	Listened	Scheduled	Declined
Activated	Discussed	Lobbied	Screened	Decreased
Actively	Dissected	Made policy	Served	Defined
Adapted	Documented	Maintained	Serviced	Delegated
Addressed	Doubled	Managed	Shaped	Gathered
Administered	Drafted	Manipulated	Simplified	Gave
Adopted	Drew	Mapped	Sold	Generated
Advanced to	Earned	Mastered	Solved	Graduated
Advertised	Educated	Mediated	Sparked	Graphed
Allocated	Edited	Modified	Spearheaded	Guided
Analyzed	Effectuated	Monitored	Specified	Headed
Applied	Eliminated	Motivated	Spoke	Helped
Appraised	Employed	Negotiated	Staged	Hosted
Approved	Enforced	Observed	Standardized	Identified
Arranged	Engineered	Operated	Streamlined	Implemented
Assessed	Enlisted	Orchestrated	Strengthened	Improved
Assigned	Established	Organized	Structured	Increased
Assisted	Evaluated	Originated	Studied	Influenced
Authored	Examined	Overcame	Succeeded	Initiated
Automated	Executed	Participated	Summarized	Innovated
Bargained	Expanded	Perceived	Supervised	Inspected
Budgeted	Expedited	Performed	Supported	Inspired
Built	Experienced	Personalized	Surveyed	Instructed
Calculated	Explained	Persuaded	Symbolized	Instituted
Capitalized	Expressed	Pinpointed	Systematized	Integrated
Cared for	Facilitated	Pioneered	Tabulated	Interpreted
Catered	Filed	Planned	Talked	Prioritized
Chaired	Financed	Preached	Computed	Processed
Clarified	Focused	Prepared	Conceived	Programmed
Challenged	Formed	Presented	Conducted	Projected
Changed	Formulated	Rehabilitated	Conferred	Promoted
Collaborated	Founded	Reinforced	Consulted	Proofread
Combined	Fundraised	Related	Contributed	Proposed
Compiled	Interviewed	Remembered	Controlled	Provided
Completed	Introduced	Reorganized	Converted	Public
Composed	Invented	Repaired	Convinced	Published
Delivered	Judged	Reproduced	Cooperated	Purchased
Demonstrated	Justified	Researched	Coordinated	Raised
Designed	Keynoted	Restored	Correlated	Reacted
Detailed	Launched	Revamped	Counseled	Read
Detected	Learned	Reviewed	Created	Reasoned
Recognized	Recruited	Tended	Unified	Won
Recommended	Reduced	Terminated	Validated	Wrote
Reconciled	Reflected	Trained	Verified	Typed
Recorded	Taught	Transformed	Visualized	Understood

Choose a Format

When deciding on what type of resume to choose, ask yourself some questions:

1. What am I most comfortable with composing?
2. What does my potential employer prefer?
3. What shows me off in the best light?
4. Are there any local customs I should honor? Meaning, does this culture like resumes a specific way?
5. What does my career field dictate I should choose?

Ultimately, this document is your advertisement; it should show you off in the best possible way!

Cover Letter

Many believe that cover letters are antiquated and some employers will specifically request them with a resume. What should you do?

One way of approaching this topic is this: A *well-written* cover letter will never hurt you.

Here are some guidelines when writing a cover letter:

1. Address it to a specific person, preferable the hiring manager. If the agency will not release that information, you can ask them to whom you should address this letter to. As a last resort, you may put the department.

Do not use:

To whom this may concern:

Dear sir/ma'am:

2. This letter should be no more than 2/3 of the page.
3. This should be on the same type of paper on which your resume is printed.
4. Use clear, concise language.
5. Type cover letter unless specifically requested to handwrite one.

Your cover letter should look similar to this:

Your address
Phone number

Date

Hiring Manager's name
Title
Name of Business
Address

Dear (Name),

1st Paragraph: Reason for writing, specific position or type of work, how you learned of the position, etc.

2nd Paragraph: Why you are interested, state any related experience you have that relates to the job without repeating your resume verbatim.

3rd Paragraph: Refer to the enclosed resume, express your desire for an interview or a chance to meet him/her.

Sincerely,

Signature

Typed name

Other Useful Tips

Save it as a PDF. When emailing your resume, make sure to always send in a PDF rather than a Word doc. Formatting may become distorted and it can't be easily manipulated.

Name your file smartly. Save it as; First Last Name Resume (i.e. Bruce Wayne Resume).

Constantly refresh it. Your resume is a living document. Carve out some time quarterly and update your resume. Make sure you add any training, certifications, awards or promotions.

References are not included on the resume. Remove "References Available Upon Request". Instead create a contact list of people who can discuss your work ethic and skills. Select at least three professional references and three personal or character references. Include all their contact information. Alert them about receiving potential calls. Send them a copy of your resume. Obtain permission to list them.

Proofread

Finally, have someone (or several people) proofread your cover letter and resume. They will catch errors that you miss. Your M&FSC is always available to review your resume as well before you submit.

Some final things to watch out for:

- Check your margins; they should be equal – you can push it to about 1/2 “to give yourself more real-estate on the page.
- Do not include references on resume or the statement “Reference available upon request.” This is now an understood concept and not necessary.
- Do have a list of professional references on hand with name, title, contact information; e-mail, phone number, ready for the interview
- Do not include a picture, date of birth, religion, political affiliation, or marital status.
- Use resume paper (light grey, beige or white).
- For electronic submissions try to stay away from fancy lettering such as italics, too much bold and script fonts. They tend not to scan well when using AI scanning systems.
- Do not use “I” and “my” statements in your resume.
- When incorporating volunteer experience with work experience, do not differentiate to two. Experience is experience whether paid or unpaid.
- Order your resume by what is most important – what you are using to get the employer interested.
- Watch your verb tenses: past experience needs past tense & present experience needs present tense; use past tense on a current job only when addressing a specific award or event in the past.
- Use key words from the job announcement and the agency or company’s information; use their language!
- Keep dates on the right side of the page.
- If you must proofread yourself try this technique. Read your resume from right to left starting from bottom to top. In other words, read it backwards. This technique will keep you alert to misspellings and words you may have mistakenly omitted.

Resources

Career Spark

www.mycareerspark.org

This website boasts a resume builder, tools for creating a skills-based resume, and information about searching for jobs.

Resume Bear

www.resumebear.com

Resume Bear is focused on the military population and has a resume builder and job search information.

Free Your Resume

www.freeyourresume.com

This website has resume examples and templates.

O*NET

www.onetonline.org

O*NET has information on occupations, keywords, skills translation, etc.

Military One Source

www.militaryonesource.mil

Military One Source is a one-stop-shop for all things military related, including general employment, resume assistance and spouse employment.

Veteran Employment Center

www.military.com/veteran-jobs

This website has a resume builder, skills translator and employment information.

DoD's Spouse Education and Career Opportunities Program provides cost-free Career Counseling,

<https://myseco.militaryonesource.mil/portal/home/secocounseling>

DOD's Military Spouse Transition Program (MySTeP) provides online education and information for spouses throughout their service member's career,

<https://myseco.militaryonesource.mil/portal/mystep>

DOL's American Job Center locator,

<https://www.careeronestop.org/LocalHelp>

American Job Center (AJC),

<https://www.careeronestop.org/LocalHelp/AmericanJobCenters/american-job-centers.aspx>

LinkedIn

Build and engage with a professional network. Access knowledge, insights, and opportunities,

www.linkedin.com

- Access tutorials on how to use LinkedIn and other social media platforms,
<https://www.linkedin.com/learning/>
- LinkedIn Premium upgrade for military information,
www.linkedin.com/military
- LinkedIn Help topics & tutorials topics,
<https://www.linkedin.com/help/linkedin>