

This sample resume format can be used for a generic resume and later modified for specific job applications directly to a company for a specific position description.

Heading (Centered)

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(Use a professional user name; this is not to be humorous)

Avoid using separation lines or boarding. Many resume review software sees these as text boxes and will appear blank.

Objective: Describe job/company/industry you seek. You can revise the objective to fit job area to which applying. This is the start of your story, so tell the potential employer what you want to do. If open to relocation and/or travel, state your preferences here. Remember if you are leaving active duty, your first move is paid for by the government. State when you are available to start work.

Qualifications: Best way to do this is a bullet list of key qualifications, like:

- Certified HVAC maintenance
- PMP certified
- Certified diesel mechanic for (list engines)
- Certified aircraft mechanic for (list aircraft)
- You can mention team or unit leader; team player; etc. but don't try show yourself here as an (exceptional, superb, great, whatever) leader. Show your leadership ability by what you say in the job paragraphs.

It is critical that your bullet list have the same buzz words that appear in the job description. Reviewers often do word searches for their buzz words. If their buzz words don't appear, they won't read the rest of the resume. Once reviewers see the right buzz words in this list they will read the rest of the resume looking for details of your experience.

Education:

Civilian: 2010 B A, Business Administration, University of Maryland U M U C

Military Schools: M O S producing schools

Special Skills and Certifications: Linguistics, Computer, Truck and Heavy Equipment Certs, etc.

Clearance: Secret, Top Secret, TS/SCI, TS SCI Poly, Whiskey Yankee, etc. If you now possess a clearance or if you previously held a clearance, state when last adjudicated (i.e., approximately June 2012) and that it can be reinstated or upgraded.

Experience :(Sequential starting from current employment first)

United States Marine Corps (or civilian company)

Start date to Present

- Dates, job title, location
- Brief description of duties
- **Critical** – positive accomplishment statements (e.g. time/dollars saved, process improvements, audits/inspections passed, successful operations, recognition, awards, etc.) that reflect on results of your performance. Don't just say you got an award, describe why and results. Remember you get to take credit for your part in any organizational recognition or award. Excellent source for these accomplishments is the text in any personal award citations, letters or certificates of appreciation, etc. Employers use these statements to separate you from the competition and discuss during interview.

Follow the same format for each your billets in USMC or civilian jobs. Most employers don't think experience over 10 years old is relevant to their jobs. For experience 10 old or older just list the job title, location and dates to cover the time and show continuity of employment.

References: It is a given that you will provide references during interview. Do not list references in resume. **Never send you're DD 214 or any document with your SSN included.** That information can be provided during the interview process.

Do not list your medals and decorations in the resume. As mentioned before, use the text from the citation to create accomplishment statements under the job paragraph where it occurred.

Length of resume will vary depending on your years of experience. If you have been in USMC for 20 plus years, it is not uncommon for your resume to be 3 pages or so. Key here is the Qualifications list – use enough space to amplify your experience without telling the reviewer everything, and limit entries for experience 10 years old or older.

Here is a sample resume that was used successfully in transition:

NAME

ADDRESS

Work Phone
Home Phone or Cell

E-mail address

OBJECTIVE – Challenging position in northern Virginia that allows me to use proven leadership and interpersonal management skills, coupled with a strong analytical problem solving expertise

ACCOMPLISHMENTS:

1. Ten years TQM experience in business process re-engineering and change management
 1. Five years project management experience implementing information technology solutions
 1. Strong background in organizational development, manager succession and retention programs, and leadership training

1. Successful team leader and facilitator
2. Successfully automated a national sales force
 1. Managed the development of a partnership to conduct the first U.S. test of financial and non-financial smart card applications on the same chip
2. Eight years successful recruiting and recruiting management experience

EDUCATION

BA Political Science, Western Washington University, Date

MA National Security Decision Making and Strategic Studies, Naval War College, Date

SECURITY CLEARANCE - Top Secret

EXPERIENCE

Date to Present - United States Marine Corps

Date to Present – Project Director for the Marine Corps human resources business process improvement effort with specific emphasis on smart card initiatives in a TQM environment. Develop information technology solutions for human resources functions supporting over 200,000 employees. Currently managing on going information technology projects to solve financial cash management problems, while automating administrative personnel functions to reduce labor requirements and increase efficiency. Others functions include strategic planning, organizational development, performance measurement and evaluation, team leader/facilitator, Workload Distribution and Workforce Analysis, Benchmarking/Best Practice Analysis, and Activity Based Costing.

Date-Date – Head, Reserve Coordination Branch, Manpower and Reserve Affairs Department. Led a staff of 13 military and civilians to manage the \$100 million National Guard and Reserve Equipment Appropriation, and an \$18 million Active Duty Special Work appropriation to support the Marine Corps Reserve. Branch acted as the Reserve Affairs liaison to the Congressional staff, coordinated responses to Congressional inquiries, wrote the Reserve Affairs portion of testimony for Congress, and wrote articles for Reserve association publications. Other functions include Base Realignment and Closure (BRAC) and acquisition coordination.

Date-Date – Senior Marine Corps Policy Advisor for the Reserve Forces Policy Board of the Secretary of Defense’s staff. Reviewed and commented on any legislation or policy decisions within the Department of Defense relating to the use or down sizing of the National Guard and Reserve components. Participating editor for the Board’s independent annual report to the President and Congress. Significant experience in National Guard and Reserve programs related to budgeting, personnel policy, equipment and information technology acquisition through the National Guard and Reserve Equipment Appropriation, environmental issues, and smart cards.

Date-Date - National Recruiting Manager for organization of over 40,000 hourly and exempt personnel in both technical and non-technical positions. Automated recruiting operations in 63 offices in 46 states to include lead generation, prospect tracking, applications, reporting and hiring. Successfully achieved twice the previous recruiting goal with 26% fewer recruiters.

Managed an \$8 million budget while leading six Regional Managers and 175 diverse employees. Traveled extensively solving major account problems and providing motivational training to the sales force.

Date -Date – Student at the Naval War College, Newport, RI

Date-Date - Head Personnel Assignment Branch - Led a staff of 30 responsible for employee relations, recruitment, organizational development, leadership training, manager succession and retention programs for a work force of 2,000 in multiple locations. Implemented information technology solutions that successfully improved our retention program by over 20%.

Date-Date - Regional Recruiting Manager for regions in the Southwest and Midwest. Increased Southwest region recruiting production from last to third of eleven regions nationally in ten months. Led the Midwest region to number one ranking nationally two years in a row. Recruited exempt and non exempt personnel to include technical.

Date-Date - Operations Manager for the startup of a national recruiting sales force encompassing 11 regions with 63 offices in 46 states and Japan. Successfully conducted the strategic planning, market analysis, recruiter hiring and training, marketing and sales planning required to implement recruiting operations nationwide. Traveled extensively providing on the job training to open new offices.

Date-Date - Dunhill Personnel Systems, Indianapolis, Indiana - Executive Recruiter responsible for engineering, manufacturing and sales recruiting on both a contract and contingency basis. Technical recruiting specialist in the extruded and molded plastics industry.

Date-Date - United States Marine Corps – Infantry Enlisted and Artillery Officer