

RESUME FORMAT

Resume of

<INSERT NAME HERE>

LABOR CATEGORY: <Title>□

PERCENTAGE OF ALLOCATED TIME: <%>

SECURITY CLEARANCE: <Secret, Top Secret, or date last held>

RELEVANT QUALIFICATIONS

*<Provide a Detailed summary **written in 3rd person**, of relevant civilian and/or military experience that include your total number of years in the military and your leadership and management skills. This summary is a more OVERALL description to which you may include traits, values, abilities, and/or other pieces of RELEVANT information that is not part of your work experiences in the following sections.*

<Most Recent Organization> (Yr from – Yr To)

<Title and/or Role AND for whom did you work>

<Provide a Detailed Summary of responsibilities that include leadership and management experience, unit and/or department duties, and any other areas of responsibility that is relevant to this work experience, including titles, awards, and/or special merits.><An example is provided below>

U.S. Army Infantryman / Officer (1982 – 1992)

United States and Western Europe

Mr. Somebody was responsible for the training and management of 27-39 soldiers with specialties in Light Infantry / Desert / Urban / Winter, and Airborne operations. He coordinated and managed road and rail transportation, ammunition, fuel / lubricants, engineering items, driver training, and logistics support for a 650-person organization. Also, he was responsible for establishing, staffing, and training a budget management section in support of maintenance operations and a six million dollar annual maintenance budget.

<Previous Organization> (Yr from – Yr To)

<Title and/or Role AND for whom did you work>

<Provide a Detailed Summary of responsibilities that include leadership and management experience, unit and/or department duties, and any other areas of responsibility that is relevant to this work experience, including titles, awards, and/or special merits.>

<Previous Organization> (Yr from – Yr To)

<Title and/or Role AND for whom did you work>

<Provide a Detailed Summary of responsibilities that include leadership and management experience, unit and/or department duties, and any other areas of responsibility that is relevant to this work experience, including titles, awards, and/or special merits.>

EDUCATION

University of Nebraska at Omaha (1993-1995)

Mesa Community College, San Diego, CA. (2000)

Airborne School (2003)

Amphibious Reconnaissance School, U.S. Marines (2002)

M1A1 Tank Crewman School, U.S. Marines (2001)

Close Combat Instructor Course - U.S. Marines(1999)

Anti-Tank Assault man - U.S. Marines, Infantry School - U.S. Marines (1995)

<School>, <Location><Date>

<Other Relevant coursework>

<Note: try to keep resumes under two pages and do not include any non-relevant information.>