



## **Top Skills and Qualities in the Workplace**

Top skills/qualities employers rate as important in a job candidate:

1. Ability to work in a team structure
2. Ability to verbally communicate with persons inside and outside the organization
3. Ability to make decisions and solve problems
4. Ability to obtain and process information
5. Ability to plan, organize and prioritize work
6. Ability to analyze quantitative data
7. Technical knowledge related to the job
8. Proficiency with computer software programs
9. Ability to create and/or edit written reports
10. Ability to sell or influence others

*(According to NACE Job Outlook Survey, 2012)*

# Resume Format Recommendations

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## Chronological Format

### **The Chronological Format is recommended when:**

- Your titles and company names alone are field-related and descriptive.
- Your most recent experience is relevant to what you're pursuing and your most impressive experience.
- You have advanced consistently from your least recent position to your most recent position.
- The length of time you spent at each organization is fairly long and respectable.

**POTENTIAL DOWNSIDE:** Functional skills are not highlighted and thus could get overlooked in 6-seconds.

### **The Chronological Style is NOT recommended when:**

- You have gaps in your work history (sporadic, spotty).
- You have changed employers too often.
- Your position titles and employers are not relevant.
- Your most impressive, relevant experience was one of your least recent.

## Functional Format

### **The Functional Format is recommended when:**

- The skills that you developed are more relevant or impressive than your titles and organization names.
- You have time gaps in your resume when you didn't work so you want to downplay the chronology.
- You are changing careers and need to highlight transferable skills related to your new career field.

**POTENTIAL DOWNSIDE:** Recruiters have difficulty determining where the functional skills were developed.

### **The Functional Style is NOT recommended when:**

- Your skill areas are not relevant to your perfect job target.
- You want to demonstrate advancement within one field.
- Your titles and organization names are impressive or relevant.
- Other styles will work as well or better (no need to put the recruiters through the difficulty of reviewing this style if other styles that are easier to review work just as well).

## **Combination Format**

### **The Combination Format is recommended when:**

- The skill headings that match your experiences are skills that are consistent with the job you're pursuing.
- You've held an adequate number of positions needed to fit under your various functional skill headings.
- You want to move relevant skills/experiences acquired early in your career towards the top of your resume.

**POTENTIAL DOWNSIDE:** Difficult to have multiple experiences per each functional heading.

### **The Combination Style is NOT recommended when:**

- The skill headings are not relevant or impressive in relation to your perfect job.
- You don't have enough experiences to fill the functional skills headings.
- You have impressive, relevant multiple skills within one or each experience.

## **Combination-Internal Format**

### **The Combination-Internal Format is recommended when:**

- You have individual experiences that utilized multiple skill sets that relate to the jobs you're pursuing.
- The skill sets within your experiences are significant and relevant to your job target.

**POTENTIAL DOWNSIDE:** Functional skill sub-headings are only developed within one experience.

### **The Combination-Internal Style is NOT recommended when:**

- You have many shorter, less-substantial experiences.
- The functional skill headings are not relevant to your perfect job target.

**SOURCE:** *The Insider's Guide to Finding the Perfect Job*, Peterson's, 2000

## Joe Military

### Objective

Obtain a Plant Manager position in a manufacturing company.

### Work Experience

2009 — 2012 U.S. Navy Aircraft Carrier (Dwight D. Eisenhower) Norfolk, VA

#### **Work Center Supervisor and Help Desk Technician**

- Supervised 32 sailors while completing 350 hours of corrective and preventive maintenance for all divisional damage control equipment ensuring that the ship was combat ready.
- Work center completed 145 out of 145 damage control preventive maintenance checks.
- Resolved an average of 25 trouble calls daily.
- Responsible for maintaining 1,100 unclassified and 400 classified computer workstations while managing over 4,000 network user accounts.
- Supervised and trained 18 junior sailors in the daily maintenance and troubleshooting skills required to keep the classified and unclassified computer systems running properly.

2007 — 2009 U.S. Navy Aircraft Carrier (Dwight D. Eisenhower) Norfolk, VA

#### **Assistant Command Fitness Leader (ACFL) and Work Center Supervisor**

- Coordinated and led the fitness enhancement program composed of 175 members who could not pass the physical readiness test (PRT), after two PRT cycles that number dropped to 25 members.
- Work center completed 154 out of 154 damage control preventive maintenance checks.
- Work center received a 98% rating passing 57 out of 58 spot checks. During the ship wide 3M inspection received a 94% on administrative review and 100% on the spot check.
- Supervised and provided on the job training to 17 junior sailors ensuring they knew the proper steps and procedures to correctly perform the ship's maintenance.

2004 — 2007 U.S. Navy Aircraft Carrier (Dwight D. Eisenhower) Norfolk, VA

#### **Damage Control Petty Officer and Help Desk Technician**

- Significantly reduced the number of outstanding maintenance items by 87% while ensuring all maintenance was completed and all discrepancies were corrected.
- Trained and supervised 17 sailors within my work center.
- Successfully resolved over 425 trouble calls reducing customer and system downtime.
- Played a crucial role in the ship's upgrade of over 790 unclassified workstations and 18 servers from COMPOSE (Windows 2000) to Compose (Windows 2003)

2001 —2004 U.S. Navy Aircraft Carrier (Dwight D. Eisenhower) Norfolk, VA

### Help Desk Technician

- Completed 35 cable runs allowing the ship to add 60 additional computers to the unclassified network for the upcoming deployment.
- Responsible for the Aviation Data Management And Control System (ADMACS) nightly routine, monitoring CENTRIX performance, and responding to system disconnects and related trouble calls.
- Provided customer service for trouble call tickets dealing with Microsoft Exchange, computer software /hardware installation and printers.
- Ensured the Global Command and Control System was operational for Tactical Watch Officer.

## Education

Aug 2012— Present	University of Whatever	Ruralville, CT
<b>Bachelor of Science in Supply Chain Management, May 2014 – Current GPA 3.05</b>		
2005	Information Systems Technician “A” School	Chicago, IL
2006	U.S. Navy “Boot Camp”	Chicago, IL

## Awards

Dean’s List — Sept 2012- Present	Navy Achievement Medal — Jul 2010
Joint Service Achievement Medal — Feb 2010	U. S. Ambassador’s Letter of Appreciation — Jan 2010
Commanding Officer’s Letter of Commendation — Jun 2008	

## Community Service

- Volunteered over 150 hours in the Big-Brother, Big-Sister program
- Managed the State-wide Track and Field Special Olympics Championship games six years in a row
- Volunteered 50 hours to both the ABC Boys Orphanage and the XYZ Boys Orphanage
- Volunteered 80 hours to Overseas schools teaching English to local teenagers

## Skills

Computer: 10 years of Network and System Maintenance and Service  
 Language: 5 Years of Spanish

## References

References are available upon request.