

Chris Military Resume

Chris Military
chrismilitary@whatever.com

EXPERIENCE

LEADERSHIP & COMPUTER MANAGEMENT

USAR Unit Administrator & Work Center Technician — 2009 to Present
Army Reserve Command — Fort Bragg, NC

- Supervise 32 reservists while completing 90 hours of maintenance for unit equipment.
- Resolved an average of 25 trouble calls daily.
- Responsible for maintaining 900 unclassified and 400 classified computer workstations.
- Manage network improvement projects for the Work Center and the reserves.
- Trained 18 reservists in the maintenance and troubleshooting skills required for computer systems.

Program Coordinator — 2006 to 2009

Office of Research and Special Studies — ABC Department of Transportation

- Coordinate the procurement and maintenance of all computer hardware and software.
- Coordinate all facets of the Department's research program, including developing requests for proposals.

RESEARCH & DEVELOPMENT

Research Analyst — 2004 to 2006

Legislative Office for Research Liaison (LORL) — The XYZ General Assembly

- Conducted policy research for members of the state legislature.

Research Intern — 2002 to 2004

The Office of State Representative Joe Smith

COMMUNITY SERVICE

- Managed the state-wide Track and Field Special Olympics Championship games.
- Volunteered 50 hours to both the ABC Boys Orphanage and the XYZ Boys Orphanage.

SKILLS

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

EDUCATION

Bachelor of Arts in Mathematics – Spring 2005

ABC University, NC

Top Skills and Qualities in the Workplace

Top Skills and Qualities in the Workplace

- Ability to work in a team structure
- Ability to make decisions and solve problems
- Ability to plan, organize, and prioritize work
- Ability to verbally communicate with persons inside and outside the organization
- Ability to obtain and process information
- Ability to analyze quantitative data
- Technical knowledge related to the job
- Proficiency with computer software programs
- Ability to create and/or edit written reports
- Ability to sell or influence others

The content of this handout was taken from the [National Association of Colleges and Employers \(NACE\)](#)

Resume Format Recommendations

Chronological Resume:

Experiences are listed in reverse chronological order with the most recent experience first and your least recent experience last.

Recommended when:

- Your titles and company names alone are field-related and descriptive.
- Your most recent experience is relevant to what you are 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 the recruiter's brief review.

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 Resume:

Highlight and emphasize the functional skills you developed across various experiences by listing and describing them first. Experiences are simply listed alone without descriptions of what was done.

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 did not 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.

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 Resume:

Combine the functional and the chronological formats by placing functional skill subheadings over those experiences that primarily use that particular functional skill.

Recommended when:

- The skill headings that match your experiences are skills that are consistent with the job you are pursuing.
- You have 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.

Not Recommended when:

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

Combination-Internal Resume:

Highlight multiple, relevant functional skills within one or more of your most relevant experiences that are listed in chronological order.

Recommended when:

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

Potential downside: Functional skill subheadings are only developed within one experience.

Not Recommended when:

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

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