Objectives (Slide 2)

- Identify the main components of a resume
- Identify the process of transforming military experiences into civilian language
- Develop a professional resume

Purpose of a Resume (Slide 3)

- Two main purposes
  - Written summary of your academic background and your most important experiences, skills, and achievements
  - An introduction to who you are
- It is important to ensure your resume is organized, consistent, concise, and polished

Resume Review (Slide 4)

- Recruiters typically read candidate resumes quickly, within just a few minutes
- If applying to a large organization, employers may use a software to help save time and quickly eliminate resumes that are not a good fit
- Use the field-specific terms, keywords, and phrases and try to mirror the wording of the job descriptions and announcements

Resume Components (Slide 5)

- No absolute rights and wrongs
  - Many components are highly recommended, such as your contact information, education, and experience sections
- Entry-level resumes may start with an education section and are one page
- Experienced resumes often begin with work experience and present more results

Resume Objective (Slide 6)

- A resume objective tells recruiters the type or level of job you want and where you hope to get it

Professional Summary vs. Objective (Slide 7)

- If you are an experienced candidate, consider starting with a Summary of Qualifications or Professional Summary section instead of an objective
  - Such candidates are likely to have substantial skills and related job experience
- Just like a resume objective, make the summary targeted/specific and to the point

Education (Slide 8)

- Items you should have in the Education section include the following:
  - Name of schools and colleges attended

- Location (city and state) of schools and colleges attended
- Degrees
- Licenses and/or certifications
- Majors and minors
- Any other specializations
- List all relevant training coursework

Experience (Slide 9)

- The Experience section on a resume includes up to six parts
  - Organization name
  - Organization location (city and state)
  - Position title
  - Start and end dates
  - Responsibilities
  - Accomplishments
- Do not state the obvious (e.g., not necessary to explain that as a server you took customers' orders and provided them with food and drinks)
- State aspects of the job that are not as commonly known (e.g., you trained over 15 new servers)
- Highlight responsibilities and results that are most relevant
- Various types of experience
  - Internships, co-ops, and apprenticeships
  - Work experience
  - Volunteer and community service
  - Leadership experience
  - Extracurricular activities
  - Academic experience (projects, experiments, and research)
- Skills to list on resumes
  - Computer skills and digital literacies
  - Language skills
  - Any other relevant skills and trainings
- The strength, number, and relevancy of your skills will dictate where they are placed and how much they are emphasized
- Do not underestimate the importance of honors and awards
- Interests and hobbies are optional
  - Certain political activities may not be appropriate and could hurt your chances
- You may want to include professional or trade associations
  - Indicate any involvement you have had in such organizations

Civilianizing Job Titles and Duties (Slide 10)

- Make sure to incorporate results and accomplishments when possible
- Translate your military experiences by civilianizing your skills

- Typical military job titles and some suggested examples for civilian titles
  - Squad Leader: Team Leader, Team Chief
  - Platoon Sergeant: Supervisor, Instructor, Trainer
  - Infantry: Security Force, Lead Trainer
  - Warrant Officer: Technical Specialist, Department Manager
  - Executive Officer (XO): Deputy Director, Assistant Manager
- Examples of commonly used terms that may go along with your military duties
  - Battalion, Unit: organization, agency, department
  - Military Personnel Office: Human Resources
  - Military Occupational Specialty/Classification: career field, career specialty
  - Mission: task, function, objective, responsibility, job
  - Regulations: policy, guidelines, instructions

Civilianize Your Military Positions and Duties (Slide 11)

- **Exercise 1:** Civilianize Your Military Positions and Duties
- **Handout 1:** Resume Format Recommendations *Civilianize position and duties*

Accentuate Your Selling Points (Slide 12)

- **Exercise 2:** Identify Your Strengths
- **Handout 2:** Functional Skills: Knowing Your Strengths *Parts I and II*
  - Part I
    - Communication
    - Information Management
    - Design and Planning
    - Human Services
    - Research and Investigation
    - Organization Management
    - Physical
- Top 10 skills and qualities employers seek in job candidates
  - 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 people 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

Selling Points Exercise (Slide 13)

- **Exercise 3:** Selling Points

- **Handout 2:** Functional Skills: Knowing Your Strengths *Part III*

Resume Formats (Slide 14)

- **Handout 1:** Resume Format Recommendations *Refer to for formats*
- Chronological format resume
  - Place your experiences in reverse chronological order, and list the most recent experience first and your least recent experience last
- Functional format resume
  - Highlight and emphasize the functional skills you developed across various experiences
- Combination resume format
  - Combine the functional and the chronological formats by placing functional skill subheadings over those experiences that primarily use a particular functional skill
- Combination-internal format
  - Highlight multiple, relevant functional skills within one or more of your most relevant experiences

Tweak Your Resume (Slide 15)

- Tweaking can involve reordering items, relabeling or changing headings and subheadings, and rewording some of your bulleted statements
- Be selective in choosing and highlighting field-specific headings and terms versus using generic ones

Crafting Your Resume (Slide 16)

- **Exercise 4:** Crafting Your Resume
- **Handout 1:** Resume Format Recommendations *Continue refining resume*

Summary of DON'TS (Slide 19)

- Do not list your references on your resume
  - Have a separate sheet of references that can be given at an interview
  - "References available upon request" used as the last statement on resumes

Objectives (Slide 20)

- Review
  - What are the main components to include on a resume?
  - Were you able to identify your top skills?
  - Were you able to identify relevant experiences?
  - Why is it important to transform your military experiences into a civilianized resume?
  - Has everyone started to write his or her resume?