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 positions 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

Review of Objectives (Slide 20)

- ☐ 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?