

# Resume Writing Tips

### **GETTING STARTED**

- Tailor your resume to each new job
  - Example: Office, Retail, Food Service, etc.
- Offer a skills summary first
- Incorporate major keywords from the job description
- Use action verbs to begin your bullet point statements
  - Spearheaded
  - Managed
  - Coordinated
  - Oversaw
  - Developed

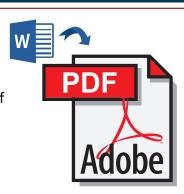
### **FORMATTING**

- Format your bullet points to show measurable results
  - Accomplished (X) by doing (Y) as measured by (Z)
- Use 12 pt. font, nothing smaller or larger
- Shorten your LinkedIn URL
- Translate military job titles into civilian terms
- Limit your resume to 1-2 pages

- Do not include your age on your resume
- Do not include pictures
- Do not add hobbies
- No pronouns
- Federal resume can and should be longer than generic resume

### **FILE SAVING**

- Proofread, proofread, and proofread again!
- Turn resume into PDF before applying
- Save the final file with your name followed by resume
  - James Krimbleton: jkrimbleton resume.pdf or jameskrimbleton resume.pdf





Well organized and focused in

Strong analytical, writing and research skills.

coordinating projects.

# Summary of Qualifications

The summary of qualifications is your marketing pitch, which allows you to boast about your talents. It should correspond with your objective and it should include specific achievements, certifications, licenses, computer skills, or other job-related skills. It is important that you list only the skills and achievements that will help you with the position that you are seeking.

s Samples
<ul> <li>Conscientious and thorough with detail.</li> <li>Equally effective working independently and in cooperation with others.</li> <li>Effective working alone and as a cooperative team leader.</li> <li>Keen perception for extracting important data.</li> <li>Innovative in designing and carrying out projects.</li> <li>Highly motivated to achieve set goals.</li> <li>Successful in mastering new skills through handson experience.</li> <li>Graduate degree with an emphasis in</li> </ul>
<ul> <li>Skilled and thorough in analyzing problematic situations and finding creative solutions.</li> <li>Sharp, quick learner; willing to get involved.</li> <li>Strengths in analyzing, researching, organizing, and problem solving.</li> <li>Excellent organizational and communication skills.</li> <li>Fluent in and</li> </ul>

PowerPoint.

Computer literate in MS Word, Excel, Access and



# How to Translate Your Resume

### **JOB TITLES**

- 1. NCOIC, Watch Captain, Petty Officer of the Watch = Supervisor, Manager, Coordinator
- 2. Commander, Chief = Division Head, Director, Senior Manager
- 3. Senior NCO = First Line Supervisor
- 4. First Sergeant = Personnel Supervisor
- 5. Squad Leader = Team Leader
- 6. Supply Sergeant = Supply Manager/Logistics Manager
- 7. Operations NCO = Operations Supervisor
- 8. Platoon Sergeant = Supervisor/Instructor/Trainer

### **JOB DUTIES**

- BE SPECIFIC
  - ☑ IF YOU BRIEF SOMEONE = WHO, WHY, WHAT
- INCLUDE NUMBERS
  - MONEY, SUPERVISED, TRAINED
- MAKE SURE YOUR JOB DUTY MAKES A COMPLETE STATEMENT
- DON'T USE ACRONYMS
- BRAG ON YOURSELF
  - NO "WE, THE TEAM, THE GROUP"
- USE THE STAR METHOD
  - SITUATION, TASK, ACTIVITY AND RESULT
- ACCOMPLISHMENTS NEED TO RELATE TO JOB YOU'RE APPLYING FOR
- CREATED PROGRAM

- CREATED SOLUTIONS
- SKILLS BACK THEM UP
  - HOW DID YOU USE THEM
  - WHEN DID YOU USE THEM
  - WHERE DID YOU USE THEM