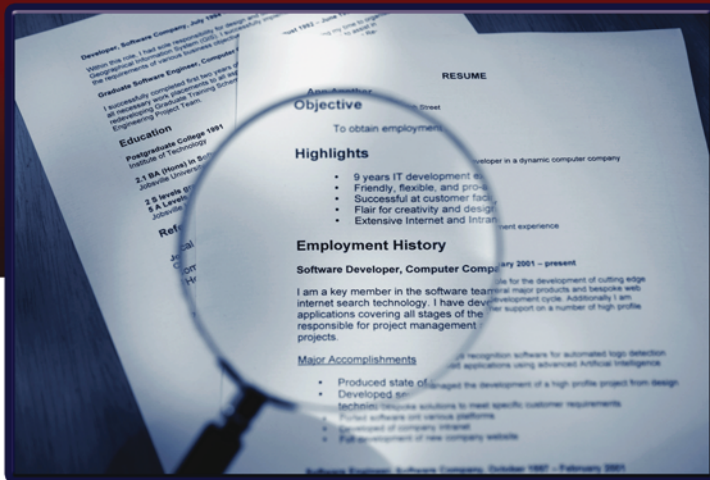


From the Battlefield to the Boardroom®



Military Transition Guide Resume Preparation

RESUME PREPARATION

As mentioned in Module One, a good resume summarizes your accomplishments, your education, and your work experience, and should reflect your strengths in a concise coherent manner. In today's competitive job market, a well-written resume is an important tool to get your foot in the door and on your way to landing the perfect position. The key to any resume is listing significant achievements that are specific and quantifiable whenever possible.

Here are some key points to keep in mind as you develop your resume:

- Do not use military jargon. Position titles like Company Commander, Division Officer, Flight Commander are acceptable, but be prepared to explain those terms. You must be able to quantify the number of people who worked for you, the dollar value of the equipment, program or budget you were responsible for.
- There should not be any date gaps on your resume. You need to adequately cover all time periods specified on your resume.
- Spelling and grammar on your resume must be correct and consistent.
- Font should be standardized with Times New Roman being the preferred font format. Black is the only acceptable font color.
- Pictures or icons aren't acceptable on a professional resume.
- Margins should be no smaller than 1 inch.
- Resume paper should be a neutral color, preferably off-white.
- Do not use text boxes when formatting your resume. Use a standard MS Word document.
- Your resume length should be a maximum of two pages. The length of your resume is entirely dependent on your professional experience

When in doubt, consult with your Orion Candidate Recruiter. We will work with you to develop the strongest resume for you based on your background and experience. That being said, we know that it is challenging as a transitioning military officer to create a resume in an easy to read format that best highlights your skill set. Our client companies are comfortable with one of two resume formats, so we recommend using either a chronological resume or a skill based/combo resume. Your Orion Candidate Recruiter will help you determine which is best for you, but for the vast majority of candidates, we recommend the chronological resume. Whichever format you select, your resume should be professional and orderly in appearance.

1. CHRONOLOGICAL RESUME.

You should typically use a chronological resume if you have less than 15 years total professional experience and your professional timeline is relatively easy to follow. This format lists your professional experience in reverse chronological order, so a potential interviewer, military or non-military, can easily follow your professional timeline and get a good overall understanding of what you are qualified to do in a very short period of time. The sample chronological resume format on pages 4-5 should serve as an excellent starting point when developing your own chronological resume.

Key points for a chronological resume:

- You must effectively differentiate between your duties and responsibilities and your achievements. Keep in mind there are and have been thousands of people who have held a job similar to yours in terms of responsibility (eg. Platoon Leader, Division Officer, Flight Commander), but your achievements are what will set you apart. Be specific and quantify wherever possible.
- Your duties and responsibilities should be listed directly under your job title and concisely describe your overall responsibilities in two to three lines.
- Below your responsibilities paragraph, you should list 2-4 achievements for each job held.
- GPA should only be listed if it is above 3.0.

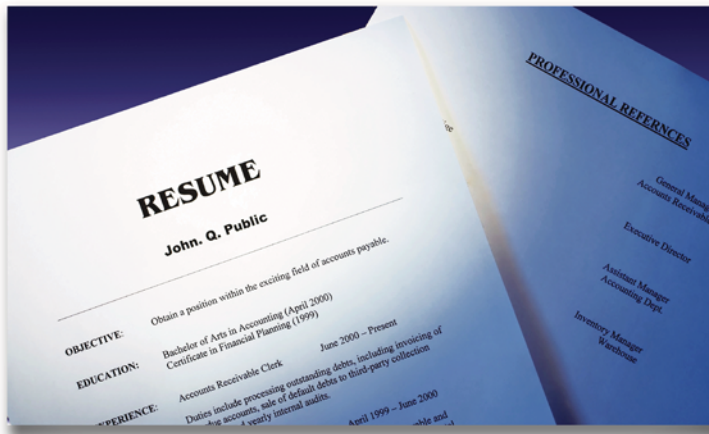
2. SKILL BASED/COMBINATION RESUME

You should typically use a skill based/combination resume if you have more than 15 years professional experience or you have a very diverse professional background and/or are trying to tailor your resume for a specific industry or position. This format starts with a professional summary and highlights for key professional attributes that you want to emphasize. The skill based/combination format allows a potential interviewer to view your background in an easy to read format that emphasizes the skill sets you are trying to convey. The sample skill based/combination resume format on pages 6 -7 should serve as an excellent starting point when developing your own skill based/combination resume.

Key Points for a skill based resume:

- Ensure your summary paragraph accurately outlines your professional experience.
- Carefully select the four skills listed and the achievements that support each. The first skill set listed should be your strongest and the one you most want to emphasize.
- Your achievements supporting each skill set should be specific, concise and quantifiable where possible.
- The Employment Chronology section should not contain gaps in your timeline.

SAMPLE RESUME FORMATS



Sample Resume Format
(Use Word format, and please do NOT use tables, headers or footers)

Name
Street Address
City, State, Zip Code
(Area Code) Home Phone Number (Area Code) Work/Cell Phone Number
(If stationed outside the continental U.S. include phone/address where you can be reached during interviewing process)
email addresses
(it is wise to have one email address, not two, to be the focal point for your job search)

EDUCATION:

BS/BA Major, University, Year, *GPA
City, State

MS/MA Emphasis, University, Year, *GPA
City, State

*List GPA only if it is a 3.0/4.0 scale or higher.

Academy graduates should list their major as an engineering discipline (General, Electrical, Mechanical, Civil, Systems...)

Activities while in college: Include any community or civic activities as well as the number of hours of part-time work you did in college. Sports, clubs, anything competitive or service oriented. Put this information in bullet form.

EXPERIENCE: Executive Officer, Armor, US Army

Executive Officer

Military Base, State

Inclusive dates (can be on either margin)

Listing the most recent position first, give date and title of position held. Then, using 2-5 typed lines, cover information regarding **specific** responsibilities, supervisory duties-number and type of people supervised, amount and **specific** type of equipment used and/or responsible for. Then list **significant achievements** while in that position. The achievements must be comparative and competitive in nature. Have at least two per position. There should be no time gaps on your resume from the date of graduation from college. Use strong action verbs to begin each bullet achievement. Keep the entire resume to less than 2 pages. Your experience will dictate the length of your resume. Consult your Orion Candidate Recruiter with any questions.

Achievement Examples:

- Completed major movement project on-time despite a 50% reduction in personnel.
- Awarded Division's "Iron Mike Leadership Award".
- Ranked as the top Lieutenant in the Wardroom.
- Increased operational readiness rate from 82% to 93%.
- Recognized for having the "Top Gun Platoon," #1 of 15 units.
- Awarded Commodore's List with Distinction for top flight grades at Navy Flight School.

Also list all civilian work-dates worked, positions held, duties involved and company worked for (if applicable). Give short job description (1 or 2 lines is enough). College co-op experience should be included as well.

Additional Information: Language skills, computer programs, clubs, athletic hobbies, interests, sports and other pertinent information.

John M. Doe
1 Main Street
Hinesville, GA 88888
Home: 912-555-5555 Cell Phone: 912-556-6666 Work: 912-777-7777
Home Email: JohnDoe@aol.com

EDUCATION:

BS Systems Engineering. United States Military Academy, 2002, GPA: 3.1

- Lettered in Lightweight Football, selected to serve as a cadet counselor, and competed on the West Point Martial Arts Team.

EXPERIENCE: Captain, Special Forces, United States Army

Special Forces Detachment Commander FT Campbell, KY September 2004- Present

Responsible for the command, control, training, administration, operations, logistics, and combat readiness of a 12-man Special Forces detachment. Was responsible for training, advising, and assisting up to a battalion-sized indigenous or coalition force in all operations. Maintained and accounted for \$1.75 million in weapons and equipment without loss.

- Supervised the maintenance, security, and operation of a 4.4 SQ KM compound with a 60-person indigenous staff and a \$412,000 operational budget; trusted to operate independently at a remote location in Iraq.
- Rated as top Captain in my company and in the top 5% of my Special Forces battalion; earned two Bronze Star medals for my achievements.
- Supervised the tracking of over 130 insurgent leaders and networks, developed 58 target packets to interdict higher-level terrorist leaders, and collected intelligence on a 350 square kilometer area.

Special Forces Battalion S-4 FT Campbell, KY February 2004-August 2004

Senior logistical officer in the battalion; responsible for planning, coordinating, and execution of supply services, maintenance, transportation, and budget matters for a 386-man Special Forces battalion. Supervised over \$1.8 million in annual funds to support garrison operations and tactical deployments. Supervised the financial assets of the battalion during deployment to combat in Operation Iraqi Freedom II.

- Secured over \$1 million of force protection funds to improve the security of vulnerable out stations.
- Managed 20 paying agents with accounts in excess of \$1.2 million and personally oversaw the expenditure of \$310,000 in operational funds.
- Managed \$500,000 in funds for battalion's base construction project.

Special Forces Qualification Course FT Bragg, NC February 2002- January 2004

Learned and practiced planning and leading Special Forces missions across the operational spectrum. The course stressed detailed planning for long-term operations in denied territory and comprehensive contingency preparations.

- Selected for the Commandant's list in Special Operations Language Course for my performance and scores in the Arabic curriculum.
- Successfully completed the Survival Evasion Resistance Escape Course that trained personnel how to avoid or survive enemy capture.
- Completed the Army Combined Arms Command and Staff School that trained personnel on briefing senior commanders, analytical problem solving, and operating as part of a large unit's staff.

Airborne Rifle Platoon Leader FT Bragg, NC June 2002-March 2004

Responsible for training, maintenance, health, welfare, and discipline of a 38-man Airborne Infantry Platoon. Responsible for ensuring the platoon readiness to deploy anywhere in the world within 18 hours, conduct an Airborne Assault, and conduct future operations.

- Deployed to Haiti as part of Operation Uphold Democracy; supervised the security of a US compound and the exercises to test its readiness.
- Developed training lane to validate platoon's reaction to hostile situations; Brigade Commander lauded the project for its effectiveness.
- Evaluated as one of the two best Rifle Platoon Leaders in the battalion and platoon was rated as top in the company.

ADDITIONAL INFORMATION:

- Fluent in German; Certified diver; Mountain Biker.

SAMPLE SKILL BASED RESUME FORMAT

John Doe
jdoe@aol.com

1111 West Anyview Road
Small Town, NV 11111

Cell Phone: (111) 111-1111
Phone: (111) 111-1111

SUMMARY: Highly qualified results-oriented individual with over 18 years progressive responsibility and leadership experience in program management, recruiting, training and military aviation. Self-motivated, articulate and technically savvy individual with a can-do attitude! Assertive team player who performs well in fast-paced environments. Proven team builder and skilled problem solver.

Program Integration
Problem Solver

Organizational Skills
Team Builder

Communication Skills
Secret Clearance

PROGRAM MANAGEMENT

- Responsible for \$250M Global Air Traffic Management avionics upgrade program for 15 Boeing Aircraft
- Led 12 acquisition managers and engineers developing strategic plan for Boeing 707 avionics upgrade program
- Restructured \$250M baseline delivering capability 2.5 years early, averting negative operational impacts
- Spearheaded \$5M cockpit avionics upgrade program evaluation to reduce ownership costs between common airframes for total AF fleet of 48 Boeing aircraft; saving AF \$20M
- Directed 5 member Test & Evaluation Team for AF Distributed Common Ground System that provided intelligence data to users worldwide; developed overall test strategy and plans; reduced testing cost by \$635K

LEADERSHIP

- Supervised 250 member flight training organization that was rated "Overall Excellent" during HQ inspection
- Directed 5 member team that managed ground, weapon and flight safety programs for 9,576 individuals, 4 flying units and 27 organizations; reduced mishaps by 12%; won Best Ground Safety Program out of 8 installations!
- Led Executive Programs/Projects as Special Assistant to military CEO of 4,900 plus member organization; prepared/presented briefings to Congressional, DoD, and foreign Distinguished Visitors
- Turned around Officer Recruitment Program in two months, from 59% to 110% of goal; supervised, trained, and motivated force of 12 Air Force recruiters

ASSET MANAGEMENT

- Managed \$1.1 billion flying training program of 11,250 training allocations for 286 different student courses ensuring maximum utilization of all training allocations; produced 1200 AF pilots and 1000 crewmembers
- Solved severe AF pilot shortage by standing up reserve programs in active duty units; saving AF \$66M
- Led team which evaluated/purchased two Boeing 737 aircraft; saving AF \$4.4M
- Resolved long standing proprietary rights issues with major defense contractor; saving AF \$2.5M
- Developed/negotiated a fair and equitable three year employee downsizing plan; saving AF \$3.1M

TECHNICAL COMMUNICATION

- Convinced leadership that "Big Safari" RC-135 (707) avionics upgrade solution not optimal; prevented major waste of funds and ensured customer received avionics upgrade package that met worldwide requirements
- Briefed technical requirements for Global Air Traffic Management and impacts of aircraft that are non-compliant; persuaded leadership to accept short-term solutions to continue flight operations until compliant
- Directed 16 member risk mitigation working group that identified 46 avionics upgrade risks and mitigation efforts; developed decision brief and received overwhelming approval of plan from senior leadership
- Investigated three extensive aircraft mishaps and provided scientific evidence of causes to military CEO; convinced CEO to institute preventative actions that have enhanced overall safety of Aero Club flying operations

TEAM BUILDING

- Interacted effectively on all organizational levels to achieve consensus, motivated and fostered team spirit
- Led 10 member Operational Risk Management team--developed strategy, plan, and metric for 27 organizations
- Coordinated 15 member team supporting 10 senior general officers for annual conference; to include accommodations, cuisine, transportation, and conference center logistical support
- Trained 60 member aircraft mishap response team ready to respond anywhere in New England
- Spearheaded team of 25 Combined Federal Campaign fundraisers, achieving 122% of goal and 43% contribution increase from prior year. Raised over \$82,000 with 81% participation rate from 800+ employees

EMPLOYMENT CHRONOLOGY

US Air Force, US and worldwide assignments 1988 – 2002

Test and Evaluation Manager	Hanscom AFB, MA	Feb 02 – Jun 02
Director of Flight/Ground Safety Programs	Hanscom AFB, MA	Dec 00 - Feb 02
Acquisition Program Manager	Hanscom AFB, MA	Dec 99 - Nov 00
Resource Program Manager	Randolph AFB, TX	Sep 97 - Nov 99
Special Assistant to CEO	Randolph AFB, TX	Jan 96 - Sep 97
District Sales Manager and Recruiter	Portsmouth, NH	Jan 93 - Dec 96
Aviator, KC-135 Tanker Navigator	Mather AFB, CA; Pease AFB, NH	Aug 88 - Dec 92

EDUCATION

MBA, Embry Riddle Aeronautical University, Fort Lauderdale, FL, GPA 4.0
BS, Business Administration, Western New England College, Springfield, MA, GPA 3.5
Mid-Level Manager/Supervisor Program, 12 weeks in-residence, Maxwell AFB, MI
Senior-Level Manager/Supervisor Program, 40 weeks non-residence, Hanscom AFB, MA

TRAINING

Intermediate System Acquisition Management, 3 weeks in-residence, Hanscom AFB, MA
Developmental and Operational Testing & Evaluation, Hanscom AFB, MA
Fundamental of System Acquisition Management, Naval Center of Acquisition Training
Aircraft Mishap Investigation Training, Kirtland AFB, NM

CERTIFICATION

Project Management Professional by Project Management Institute
Instructional System Development Certification, perfected lesson plan development to formal presentation

OTHER INFORMATION

Taught Sales, Marketing, and Management Courses at Hesser College, Portsmouth, NH
Computer literate: Microsoft Word, Excel, PowerPoint, Access, Outlook, and Microsoft Project
FAA instrument pilot