

Section 2
Resume Preparation

Section 2 – Resume Preparation

Resume Preparation

A good resume summarizes your accomplishments, your education, 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.
- Never speak in the first person.
- Font should be standardized with Times New Roman being the preferred font format. Black is the only acceptable font color.
- Pictures or icons are not acceptable on a professional resume.
- 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 the Orion Recruiting Team. 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 leader to create a resume in an easy to read format that best highlights your skill set. As a transitioning junior officer, the best format will be the standard chronological style detailed below. A more seasoned veteran can still use a chronological format, but may also consider the skills based / combination style below.

Chronological Resumes

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 in this section 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 (e.g. Platoon Leader, Division Officer, Flight Commander), but your achievements are what will set you apart. Be specific and quantify wherever possible.
- Emphasize those skills and achievements that you feel are most relevant to the types of positions you will be interviewing for. You have limited space, so be sure to focus on those most important strengths in place of those that may only be applicable to the military environment (
 - i.e. your PFT score or Rifle Range score)
- 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.

Sample Resumes

On the next few pages, we have prepared some sample resumes for you.

John Smith
 2 Main Street
 Jacksonville, FL 55555
 Home: 555-555-5555 Cell: 555-555-5554
 John.Smith@email.com

EDUCATION:

BS - Occupational Education
 Florida Gulf Coast | 2001 | GPA: 3.5

MAS - Aviation Aerospace Management
 Embry-Riddle Aeronautical University | 2011 | GPA: 3.0

Multiple classes in life cycle logistics, ISO 9001, acquisition, and Lean principles
 Defense Acquisition University, 2013

EXPERIENCE: Major, Aviation Maintenance/Logistics Officer, United States Air Force

Adjunct Faculty Instructor, Embry-Riddle Aeronautical University Jacksonville, FL May 2012 – Present
 Expert communicator/educator, selected as part-time instructor for undergraduate Safety & Aircraft Maintenance Technology classes. Mentored and taught 12 adult students about theory of aircraft propulsion systems and post-accident investigation techniques and report writing.

- Certified in teaching traditional face-to-face as well as online courses--outstanding verbal and written skills.
- Developed presentation and syllabus for nine week undergraduate Safety 375, "propulsion system investigation".

Maintenance Operations Officer Jacksonville, FL Nov 2011 – Present

Leads 422 personnel and manages the sustainment and readiness of 46 A-10 aircraft valued at \$584 million. Deployed to Afghanistan, 2012-2013, responsible for maintenance support of 50+ aircraft and 250 technicians.

- Leaned process during 35 highly intrusive five-day aircraft inspections, kept schedule on track with available technicians, parts and equipment, created two-day's worth of available flying hours reserved for surge operations.
- Provided oversight of transient alert contract at Department of Defense's busiest airfield, ensured turn-around of 12.8 thousand transiting cargo missions in/out of Afghanistan.
- Excellent steward of valuable tax dollars, met intent of President's withdrawal from Afghanistan by end of 2014, led turn-in/shipping process of 61 equipment items valued at \$4.4 Million.
- Selected as interim squadron commander, provided sage decision making, led 15 personnel disciplinary actions; evaluated as "flexible logistician and expert communicator...our best of the best"

Maintenance Operations Officer Geilenkirchen, Germany Nov 2008 – Nov 2011

Provided leadership for 274 military/civilian maintenance professionals from 14 NATO nations sustaining operations on 17 Boeing E-3A Airborne Warning and Control aircraft valued at \$5.2 Billion.

- Established first-ever logistics complex inside Afghanistan, coordinated with German hosts, sourced all essential ground equipment; first-ever historic NATO Airborne and Control mission launched within 4 hours.
- Guided Lean Rapid Improvement Event, identified 12 "must fix" items—implemented maintenance shared resources program that enhanced visibility and de-confliction of available facilities and critical equipment.
- Led modification process for retrofit of Iridium satellite communication system on 17 aircraft, forecasted parts, equipment and labor requirements; project completed two months ahead of schedule and within budget.
- Two time headquarters' annual award winner, General Lew Allen/Leo Marquez awards, 2009, rated #1 of 17 Logistics Officers and top 5% of 87 officers.

Operations Officer/Officer in Charge/Commander Misawa, Japan Nov 2005 – Nov 2008

Led 211 technicians in during maintenance on 20 F-16 aircraft valued at \$500 million. Managed the Pacific regional repair depot for 151 GE F-110 jet engines valued at \$560 million supporting three locations (2 in Korea/1 in Japan).

- Led 148 personnel during Iraqi Freedom deployment while producing over 1,300 combat missions with only 12 F-16 aircraft, enforced adherence to technical and safety directives—zero safety mishaps.
- Provided guidance to Quality Assurance office; identified frequent engine mount damage during removal—devised engine maintenance training plan and highlighted critical steps—reduced damage 52% in three months.
- Chosen as squadron commander for four months, led 104 personnel, authored maintenance capability study assessing the capabilities of labor, facilities and aircraft availability; 11,100 flying hours executed perfectly.
- Earned installation level Lane P. Sijan Leadership award, 2007, organizational Junior Officer of the year, 2006

Assistant Officer in Charge**Mildenhall, England****Nov 2002 – Nov 2005**

Directly led 180 maintenance personnel in six diverse career fields during the maintenance on 15 assigned KC-135 tanker aircraft valued at \$930 million. Evaluated the quality of maintenance during spot checks and ensured adherence to technical data and prescribed safety regulations.

- Managed transformation of support section layout, analyzed demand data for tools; reduced issue time 15%.
- Integrated with Norwegian AF partners, guaranteed refueling aircraft were ready with 100% mission success.
- Set up maintenance organization for complex avionics upgrade, oversaw training, rated #1 of 6 Junior Officers.

Aircraft Maintenance Instructor**Glendale, AZ****Dec 1998 – Aug 2002**

Polished communicator; taught, certified and provided leadership for over 350 new F-16 Aircraft Maintenance Technicians during 20 day course consisting of launch, recovery, inspections and servicing of essential fluids. Reinforced maintenance discipline among technicians, documentation and use of technical manuals.

- Expertly scheduled and de-conflicted 80 classes taught by 26 instructors; zero instructor days lost.
- Troubleshoot faulty fuel boost pump light connection, aircraft returned to service, earned master instructor rating.

Aircraft Maintenance Technician**Incirklik, Turkey****Nov 1995 – Nov 1998**

Responsible for performing inspections, maintenance, troubleshooting and servicing of transient F-16 aircraft valued at \$32 million. Managed 64 maintenance facilities and associated programs valued at \$14 million.

- Ensured seamless integration and bed-down of 13 flying organizations from four countries supporting real-world humanitarian relief operations, hand-picked one of eight selectees for base fellowship mentoring program.
- Key to base-wide nuclear surety inspection, coordinated use of facility; inspection declared a success.
- Evaluated as “a top-notch performer”, earned academic achievement award during 5 week leadership school.

Aircraft Maintenance Technician**Sumter, SC****Nov 1992 – Oct 1995**

Responsible for completing inspections, maintenance, and servicing of assigned F-16 aircraft valued at \$32 million. Completed maintenance actions required to correct discrepancies reported in aircraft forms.

- Readied aircraft for operational readiness inspection, attention to detail earned 100% quality assurance pass rate.
- Led three person team for critical flight control airworthiness inspection/repair; 24 F-16s completed in 15 days.

ADDITIONAL INFORMATION:

- Graduate, Officer Training School—commissioned as a 2nd Lieutenant in the US Air Force
- FAA Airframe/Powerplant Certificate—active and in good standing
- Expert knowledge of Microsoft Office software to include: Word, PowerPoint, Excel and SharePoint
- Attended Squadron Officer School, Maintenance Officer Intermediate Course and NATO’s Evaluator Course
- Current Secret Security Clearance—valid until July 2016
- Current/Valid International Passport

Jane Doe

3 Main Street

Richmond, VA 55555

Home: 555-555-5555 Cell: 555-555-5554

jane.doe@gmail.com

EDUCATION:

BS - Systems Engineering | United States Military Academy | 2009
West Point, New York

- Competed on the intercollegiate soccer team
- Completed an internship working with the Military Entrance and Processing Station to redesign a more efficient system for all new recruits

EXPERIENCE: Captain, Transportation Corps, United States Army**Company Commander** **Ft. Benning, GA** **Nov 2012-Nov 2013**

Commanded a logistical company, consisting of over 100 Soldiers, supporting the Brigade. Managed major logistical assets such as transportation, fuel, water, ammunition, and supplies. Directed the employment of assets within the battalion. Collaborated and coordinated with superiors to determine the best distribution concept of support for the brigade.

- Implemented a delivery system for the supply warehouse to distribute over \$3 million worth of components to every unit within the Brigade; reduced the customer wait time by 13 days
- Provided ammunition support that enabled the Brigade to train by fulfilling ammunition requirements; oversaw and properly accounted for ammunition assets valued at over \$427 million
- Accountable for over \$30 million worth of equipment; implemented a system to track property on-hand, in-service, and signed-out; ensured all equipment lateral transfer directives were completed before their deadlines

Executive Officer **Ft. Benning, GA** **Dec 2011-Nov 2012**

Responsible for command and control of the company headquarters including the supply program, maintenance program, special tasking assignments, and daily operations supporting over 200 Soldiers. Managed all reports that are sent to higher units and adjacent units. Managed requests for transportation, fuel, water, ammunition, and supply support.

- Successfully deployed the entire company to two field training exercises; including the supply warehouse which included over 4000 different types of repair parts to establish a mobile supply support node
- Managed the maintenance schedule of over 150 pieces of rolling stock and ensured all pieces of equipment were properly accounted for; streamlined maintenance tracking systems by reducing 75% of outdated equipment information
- Coordinated with Engineer assets to set-up the largest fuel retail point within the Division for a field training exercise; allowed for 120,000 gallons of fuel to be stored in a field environment
- Coordinated with the Air Force for Low Cost, Low Altitude equipment drops on Fort Stewart; assisted in the configuring, packing, recovery, and delivery of each load for the joint service air delivery method of distribution

Support Operations Transportation Officer **Ft. Benning, GA** **Jun 2011-Dec 2011**

Recommended priorities, coordinated tasks, documented cargo to be transported, allocated resources, and determined modes of transportation necessary for optimal utilization of assets in a timely manner for a Brigade Heavy Combat Team. Managed all transportation assets within the brigade and supported units for movement support.

- Ensured all movement requests were complete within 72 hours of receiving the mission request; cut down on customer wait time by over 48 hours
- Created a Standard Operating Procedure for transportation requests for all units within the Division
- Created a standardized transportation movement request form for all internal transportation assets which streamlined all requests into a clear and concise order

Platoon Leader **Ft. Benning, GA** **Jan 2010-Jun 2011**

Coordinated and executed tactical movements throughout Iraq to facilitate command visits for the commander. Worked with numerous agencies throughout the theater of operations for support, including air support, intelligence reports, radio and communication support, and electronic warfare protection support. Oversaw the proper training of 30 Soldiers.

- Developed standard operating procedures for tactical movements for non-combat arms Soldiers
- Managed over six million dollars' worth of equipment with zero loss, including numerous sensitive items
- Traveled over 25,000 miles without any accidents or incidents throughout Baghdad and Northern Iraq

ADDITIONAL INFORMATION:

Active Top Secret Clearance, Awarded Bronze Star Medal

Bob Smith

6 Main Street

Birmingham, AL 55555

Home: 555-555-5555 Cell: 555-555-5554

bob.smith@email.com

EDUCATION:

BA – Communications | University of North Carolina at Charlotte | 2001
Charlotte, North Carolina

- All American baseball and team captain

EXPERIENCE: Infantry Officer, Captain, United States Marine Corps**Assistant Operations Officer****Camp Lejeune, NC****Jan 2013 to Present**

Synchronize regimental staff functions in order to achieve training objectives. Oversee and implement classes and training for four battalions preparing for deployment.

- Rewrote Marine Expeditionary Force operating procedures for Marine Expeditionary Units, affecting 60,000 personnel in their preparation for deployments.
- Coordinated with Booze Allen Hamilton to develop new budget accounting for future Marine training for all facets, personnel, and equipment required in preparation for deployment.

Weapons Company Commander**Camp Lejeune, NC****May 2011 to Jan 2013**

Oversaw general welfare, training, and direction of 272 Marines. Synch six independent platoons with the battalion commander's intent for training. Serve as the battalion operations officer when he is not present. Developed and implemented two-year goal oriented training plan to synchronize all indirect fire assets within the battalion.

Responsible for \$220,171,533 of gear and equipment.

- Loaded 272 Marines, 42 vehicles, and all gear onto two ships and constantly tracked upkeep and maintenance for one year.
- Developed quick reaction force standard operating procedures (SOP) for 24th Marine Expeditionary Unit for all surface and aerial operations.
- Developed Fire Support SOP that 23 of 26 Marine Corps Battalions adopted.
- As the senior company commander, developed and led peers in multiple planning exercises.
- Developed a maintenance program for 30 HMMWVs, 8 LAVs, and 4 tanks, which ensured company's operational readiness never fell below 95%.
- Oversaw and coordinated fire support planning for 10 battalion fire support exercises, working with Kuwaiti, Jordanian, French, British, Italian, Saudi, and Lebanese personnel.
- Developed an education program to train junior officers in planning processes. The design and format for the training program was adopted by higher headquarters and implemented throughout a 3,000-person organization.
- Operational readiness for fire support was raised from 25% to 98%.
- Oversaw and implemented a 3,000-man event. This was a plan that took a month to develop and utilized personnel from Great Britain, Saudi Arabia, Lebanon, Italy, Jordan, the United States, and Kuwait. Letter of accommodation from Col MacArthur who was the higher headquarters for this operation.

Student, Expeditionary Warfare School**Quantico, VA****July 2010 to May 2011**

Attended Expeditionary Warfare School, a career-level school that provides Marine Captains professional military education and oversees their professional military training in Warfighting, Marine Air Ground Task Force Operations Ashore, Naval Expeditionary Operations, Professional Development, and Specialized Military Occupational Specialty Training. This is a cross functional school focusing on developing individuals' understanding of Maneuver, Command and Control, Force Protection, Logistics, Intelligence, Information Operations. While at EWS, also attended Marine Corp Tactics Operations Instructor Course (MCTOG), a school dedicated to developing individuals in their understanding of conceptual and functional planning processes.

- Developed conceptual fire support plan that would be implemented upon return to the fleet.
- Instructed peers on the Marine Corps orders process, with a special emphasis on problem framing.
- Distinguished graduate from EWS and MCTOG.

Instructor, The Basic School (TBS)**Quantico, VA****Apr 2007 to Jul 2010**

Developed a platoon training package that instructed 1,600 junior officers per year. This package developed junior officers' ability to lead and mentor a 40-man organization. Was a staff platoon commander for two platoons of 50 junior officers. Responsible for training, mentoring, and developing the junior officers for their future command over a 6 month time period. Also served as an executive officer for combat instructor company. Responsible for 356-man company.

- Developed and executed monthly training plans resulting in equipment and skill proficiency of all Marines within the company.
- Responsible for upkeep and maintenance of 56 HMMWVs, maintained 97% operational readiness throughout tenure.
- Awarded a Navy and Marine Corps Commendation Medal for meritorious service.
- Instructor of the year runner up.
- Top 25% of all Captains in the Marine Corps selected to attend EWS.

Platoon Commander**Twentynine Palms, CA****Jan 2004 to Apr 2007**

Managed health, welfare, and development of 175 Marines and their families. Responsible for the training and development of two rifle platoons and one combined-anti armor platoon in support of three Operation Iraqi Freedom deployments.

- Responsible for security and development of three cities totaling 125,000 people. Worked daily with key city leaders on projects to restart the economy within my area of operations, resulting in a 15% drop in jobless rate and \$15,000,000 worth of economic growth within the cities.
- As a rifle platoon commander, was designated as the Main Effort for all company operations.
- As a rifle platoon commander, Marines of higher grade were placed under my command.
- Awarded two Navy and Marine Corps Commendation Medals, one for valor and one for meritorious service.
- First Infantry Officer ever to be selected for Joint Tactical Air Control School.
- Top 10% of all company grade officers in the Marine Corps and selected to instruct at The Basic School.

ADDITIONAL INFORMATION:

Fluent in Spanish, Proficient in Microsoft Word, Excel and PowerPoint

Peter Smith

5 Main Street

Virginia Beach, VA 55555

Home: 555-555-5555 Cell: 555-555-5554

peter.smith@email.com

EDUCATION:

BS - Aerospace Engineering and Mechanics | University of Tennessee | 2006 | GPA: 3.2
Knoxville, Tennessee

- University of Tennessee NROTC, Company Commander, Color Guard

EXPERIENCE: Lieutenant, United States Navy**Operations and Plans Officer****Joint Expeditionary Base**

Little Creek-Fort Story, VA

Nov. 2010 – Present

Directly supervised 11 personnel. Operations Officer in charge of planning movement of 24 Amphibious Landing Craft. Accountable for all cryptologic equipment and weapons used for landing craft deployment. Scheduled training events for a command of over 290 Sailors.

- Successfully coordinated dynamic training cycles for 9 amphibious landing craft on four overseas deployments, with zero safety mishaps.
- Developed and implemented a weekly work schedule to include training, inspections, and meetings for over 290 Sailors, improving key performance indicators by 25%.
- Planned and conducted over 90 public affairs tours for more than 4500 visitors. Supporting community involvement and recruiting initiative.
- Personally trained and qualified over 20 Naval Officers and Chief Petty Officers in the position of Command Duty Officer responsible for safety and security, increasing operation effectiveness.
- Recognized for superior performance by Commanding Officer, receiving Navy Commendation Medal.

Damage Control Assistant**USS CARR**

Norfolk, VA

Feb. 2003 – Oct. 2010

Principal Assistant to the ship's Damage Control Officer. Charged with leading and directing shipboard firefighting and damage control teams. Qualified as a Gas Free Engineer, capable of assessing and verifying safe atmospheres for personnel. Responsible for ensuring proper ship loading and stability. Manager of the Damage Control Training Team.

- Administered essential damage control training for a crew of over 150 Sailors, increasing qualification rate by 20%.
- Collaborated with shipyard engineers to plan a drydock overhaul, leading led to the safe removal of the USS CARR from the water.
- Trained and supervised 6 senior leaders in the direction of damage control efforts while in port.
- Trained 4 damage control teams in engine room firefighting procedures which ensured the successful completion of the USS CARR Engineering Operations Certification in 2010.
- Performed routine inspections of all shipboard spaces to ensure compliance with fire safety and emergency response regulations, receiving recognition from outside inspection for superior performance.
- Considered top 10% DCA by Commanding Officer.

Interior Communications/Force Protection Officer**USS ROSS**

Norfolk, VA

Sep. 2006 – Jan. 2009

Directly supervised ten Sailors. Division Officer responsible for maintenance of shipboard communications, alarm, and navigational radar systems. Leader of Anti-Terrorism/Force Protection Training Team.

- Developed new maintenance scheduling procedure, improving readiness from 88% to 96%.
- Routinely inventoried and accounted for all electronic testing equipment.
- Awarded staffing Navy Achievement Medal by Commanding Officer for exemplary performance.
- Developed watch schedules for a force protection exercise that successfully demonstrated the USS ROSS' self-defense capability in port.
- Ranked #2 of ten junior officers aboard the USS Ross

ADDITIONAL INFORMATION:

- Member of Military Officers Association of America

Skills Based/Combination Resume

You should typically use a skill based / combination resume if you have more than 15 years of professional experience. You may also want to consider this style if you have a very diverse professional background and are trying to tailor your resume for a specific industry or position. This format starts with a professional summary and highlights of 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 that you are trying to convey. The sample format below should serve as an excellent starting point when developing your own skill based / combination style resume.

Key points for a skill based / combination resume

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

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

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 1993 - 2013

Test and Evaluation Manager	Hanscom AFB, MA	Feb 10 - Jun 13
Director of Flight/Ground Safety Programs	Hanscom AFB, MA	Dec 05 - Feb 07
Acquisition Program Manager	Hanscom AFB, MA	Dec 06 - Nov 08



Resource Program Manager	Randolph AFB, TX	Sep 04 - Nov 06
General Aide to CEO	Randolph AFB, TX	Jan 03 - Sep 04
District Sales Manager and Recruiter	Portsmouth, NH	Jan 99 - Dec 02
Aviator, KC-135 Tanker Navigator	Mather AFB, CA; Pease AFB, NH	Aug 93 - Dec 99

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

CERTIFICATIONS

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

Chronological Resume Worksheet

Many transitioning officers struggle with where to begin developing their resume. It really can be as simple as the worksheet below. Start by filling in the basic items. With the help of the Orion Recruiting Team, we can take this basic information and develop a solid resume.

While completing this worksheet, pay special attention to the accomplishments. Most candidates reiterate responsibilities in this area. What will truly make you stand out as one of the top transitioning officers in the market will be a track record of performance supported by consistent accomplishments in every billet. Read through your evaluations for the following:

- Rankings, especially those against your peers or peer units. If you can consistently show you were rated at the top or in the top 25% or better, these are strong numbers to show.
- Quantifiable numbers, such as maintenance readiness rates, or unit evaluation scores. While the reader may not understand what deployment readiness means, they will definitely understand concrete numbers such as “98% readiness rate, highest in the unit.”
- Outstanding comments from evaluators can also be strong accomplishments to list, even if a number is not attached.
- Try to show where you have improved a process, saved time or money, or overcame obstacles to achieve success.
- Once you have completed this worksheet, either scan or utilize our downloadable sample resume, type up a rough draft and send to a recruiter for review and further development.

Resume Changes

Resumes are living documents that change on a regular basis, especially with the highly-opinionated nature of the topic. Make sure that you practice solid file management. If you make changes to your resume, send us an update and note that change so that we are clearly using the most current document.

Now that your resume is complete, you have the ability to secure an interview. In the next sections, we will start exploring what to expect in the interview process and how to prepare to win them when they come along.

EDUCATION

Degree	School	Year	GPA
	<ul style="list-style-type: none"> • <hr/>Key Activities • <hr/>Key Activities • <hr/>Key Activities 		

EXPERIENCE

 Rank, Occupational Specialty, Service

Billet Held	Duty Station / Base	Month Year - Present
Responsibilities:		
<hr/>		
<hr/>		
<ul style="list-style-type: none"> • Achievement: <hr/> • Achievement: <hr/> • Achievement: <hr/> 		

Billet Held	Duty Station / Base	Month Year - Present
Responsibilities:		
<hr/>		
<hr/>		
<ul style="list-style-type: none"> • Achievement: <hr/> • Achievement: <hr/> • Achievement: <hr/> 		

Billet Held	Duty Station / Base	Month Year - Present
Responsibilities:		
<hr/>		
<hr/>		
<ul style="list-style-type: none"> • Achievement: <hr/> • Achievement: <hr/> • Achievement: <hr/> 		