

# RESUMES

## EXAMPLE 1: GENERAL EMPLOYMENT (LOGISTICS)

*[WHAT TO NOTE HERE IS HOW MILITARY EXPERIENCE IS “TRANSLATED” TO CIVILIAN EMPLOYMENT. NOTICE THAT EVEN PEOPLE WITH NO PRIOR MILITARY SERVICE WILL UNDERSTAND JACOB’S EXPERIENCES: RESPONSIBLE FOR EQUIPMENT, MANAGED TEAMS AND CALENDARS]*

### Jacob Smith

Captain, United States Army

[EMAIL] [PHONE]

[LINKEDIN/WEBSITE]

#### **PROFESSIONAL LOGISTICS EXPERIENCE**

- Responsible for over \$90 million worth of Government vehicles and equipment; during command increased operational readiness rate by 20% through a detailed maintenance and accountability program
- While deployed to austere, air-locked environment in Afghanistan, coordinated logistical support to 11 Coalition combat outposts to ensure mission oriented success in the Korengal Valley
- Established a new set of standards for resupply with over 72 C-130 fixed wing day airdrops and over 100 nighttime helicopter resupply missions that prepared a team of users for a rapidly changing environment
- Organized the strategy to close 5 Combat Outposts, successfully moving \$24 million in property across 20 miles of hostile territory with zero losses of government resources
- Planned and facilitated the daily workflow of a Joint Task Force in charge of the 2017 Presidential Inauguration and Presidential State Funerals

#### **EDUCATION**

- Bachelor of Science, Justice Studies, Arizona State University, Tempe, AZ
- Currently enrolled in Project Management and MBA programs

#### **NOTABLE ARMY EXPERIENCE**

##### **3RD U.S. INFANTRY REGIMENT (THE OLD GUARD) Fort Myer, VA**

##### **Brigade Assistant Operations Officer (April 2015 - Present)**

- Responsible for the planning, resourcing, synchronization and implementation of missions assigned to the four cells within the Plans section. Integrated the workflow of four Officers and execution of signature, national level missions.

##### **2ND BRIGADE COMBAT TEAM, 1ST ARMORED DIVISION Fort Bliss, TX**

### **Company Commander (January 2014 - March 2015)**

- Directed and managed 140 Soldiers performing decisive action to get improved equipment to the front lines.
- Managed the maintenance of the Battalion's training calendars, coordinating resource asset allocations, and executing the duties of senior Battle Captain during Tactical Operations.
- Led the maintenance and accountability of over \$24 million worth of property and equipment. Organized logistical and life support to 11 combat outposts accessible only by air.
- Earned Bronze Star and rated as best Executive Officer in the Battalion during this period.

### **AWARDS**

- Bronze Star Medal for exceptional leadership on combat operations in Kunar Province, Afghanistan
- Army Commendation Medal for establishing the first Joint Tactical Operations Centers in RC-East, Afghanistan
- Valorous Unit Award and Meritorious Unit Commendation for extraordinary heroism and meritorious service while assigned to 2-12 Infantry Regiment in Afghanistan

### **EXAMPLE 2: HIGHLY SPECIALIZED POSITION**

*[NOTE, IN MOST CASES, IT'S RECOMMENDED TO AVOID TECHNICAL JARGON. WE'VE INCLUDED THIS RESUME TO SHOW THAT IF YOU ARE APPLYING FOR A HIGHLY SPECIALIZED POSITION WHERE YOUR SKILLS ARE DIRECTLY TRANSFERABLE, YOUR RESUME WILL LOOK A BIT DIFFERENT.]*

*THE RULE OF THUMB TO KEEP IN MIND IS WHO IS LOOKING AT YOUR RESUME FIRST? IF IT'S LIKELY TO BE A GENERALIZED CIVILIAN HIRING MANAGER, THIS IS NOT THE TEMPLATE FOR YOU. IF IT WILL BE REVIEWED BY A SPECIALIST OR EXPERT, THEN POSITION YOURSELF ACCORDINGLY]*

## **Jacob Smith**

Pilot/Flight Instructor, United States Army

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**OBJECTIVE:** Career Helicopter Employment

### **RATINGS &**

Airline Transport Pilot

### **CERTIFICATES:**

Certificated Flight Instructor

Certificated Flight Instructor – Instrument

Navy Advanced Helicopter Instructor Pilot Categories I & II

Final Progress Check Pilot

## Special Instrument Rating

<b>Flight Time:</b> 105.8	Total	3289.1	Actual Instrument	
	Pilot in Command	2868.1	Simulator	149.7
	Instructor	2001.5	Night	449.1
T-34C	97.2			
CH-46	865.0			
	Bell 206	2327.3		

## Work History

05/15 – Present	U.S. Navy Isa Air Base Bahrain	Base Safety Officer, Base Training Officer, Base Weapons Officer, Senior Watch Officer in support of combat operations against ISIS (INHERENT RESOLVE)
04/12 – 05/15	U.S. Navy OPNAV N125 Arlington, VA	Aviation Manpower Requirements Officer
08/11 - 02/12	U.S. Navy ISAF Headquarters Kabul, Afghanistan	Force Protection Officer. Led 250-man multi-national security force in defense of a 4-star command. Operations Officer,
Intelligence Officer. Top Secret Security Clearance (active)		
03/11 – 08/11	U.S. Navy New Kabul Compound Kabul, Afghanistan	Joint Forces Supply and Services Deputy. Coordinated theater-wide life sustainment materiel and contract services
11/08 – 02/11	U.S. Navy Helicopter Training Sqd. 18 NAS Whiting Field Milton, FL	Operations Officer. Responsible for the daily scheduling of 40 instructor pilots and 100 student aviators. Executed a training plan of 24,000 flight hours and winging of 193 new Naval Aviators annually. Instructor Pilot. Standardization Pilot. Final Progress Check Pilot.
10/06 – 10-08	U.S. Navy USS George Washington CVN-73 Norfolk, VA/Yokosuka, Japan	Tactical Action Officer (TAO). Responsible for the point defense off a strategic national asset. Weapons release authority. Division Officer, lead 80 sailors.
07/03 – 07/06	U.S. Navy Helicopter Training Sqd. 18 NAS Whiting Field Milton, FL	Instructor Pilot, Standardization Pilot, Logs and Records Officer.
03/00 – 07/03	U.S. Navy	Helicopter Aircraft Commander, Functional

Helicopter Combat Support      Check Pilot, Assistant Safety Officer, Public  
Sqd. 8                                      Affairs Officer, Avionics Division Officer

09/99 – 02/00                      U.S. Navy                                      Student Pilot  
Helicopter Combat Support  
Sqd. 3

**Education:**

1997                                      United States Naval Academy      Bachelors in General Engineering

2006                                      United States Naval                                      Executive Masters in Business  
Postgraduate School                                      Administration