

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
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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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Career Helicopter Employment

RATINGS & CERTIFICATES:

Airline Transport Pilot
Certificated Flight Instructor
Certificated Flight Instructor – Instrument
Navy Advanced Helicopter Instructor Pilot Categories I & II
Final Progress Check Pilot
Special Instrument Rating

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Flight Time	Total	3289.1	Actual Instrument 105.8
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	US Navy Helicopter Training sqd.	Operations Officer. Responsible for the daily scheduling of 40 instructor pilots and NAS Whiting Field Milton, FL 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	USS George Washington CVN-73	Tactical Action Officer (TAO). Responsible for the point defense off a strategic national asset. Weapons release authority. Division Norfolk, VA/Yokosuka, Japan Officer, lead 80 sailors.

07/03 – 07/06	U.S. Navy Helicopter Training Sqd NAS Whiting Field Milton, FL	Instructor Pilot, Standardization Pilot, Logs 18 and Records Officer.
03/00 – 07/03	U.S. Navy Helicopter Combat Support Sqd	Helicopter Aircraft Commander, Functional Check Pilot, Assistant Safety Officer, Public Sqd. Affairs Officer, Avionics Division Officer
09/99 – 02/00	Helicopter Combat Support	Student Pilot

Education:

1997	United States Naval Academy	Bachelor's in General Engineering
2006	United States Naval Postgraduate School	Executive Master's in Business Administration