

Military Titles to Civilian Titles

- General Office / Admiral to Senior Director, Managing Director
- Field Grade Officer to Program Director, Program Manager
- Company Grade Office to Manager, Project Officer
- Warrant Officer to Technical Manager, Technical Specialist
- Senior NCO/Senior Chief to Operations Manager, Senior Advisor
- Platoon Sergeant to Supervisor, Foreman
- Squad Leader to First Line Supervisor
- Assistant Squad Leader to Section Leader, Task Leader
- Crew Member to Team Member
- Commanded to Supervised or Directed;
- Lt. Colonel to CEO or Executive Vice President; and Battalion to 250 personnel.
- Strategic Planner, Strategic Planning & Policy Directorate, to Strategic Planner and Advisor to CEO & VPs regarding multinational issues.
- Deputy CIO for Data Management, Joint National Integration Center, Missile Defense Agency, to Executive VP of Data Management / Technology of a large company advising the CIO.

MILITARY job descriptions to civilian job descriptions:

From Infantry to Logistics Management: Operated tanks, weapons, and dug ditches? Translates to: directly supervised, trained, and evaluated 40 personnel, supporting over 2,000 troops in four countries, with an inventory list of 1,500 line items, and material assets valued at \$65M (including large vehicles). His areas of expertise included personnel management, logistics, and operations. As he moved up the ranks, to a level of senior management, he also gained considerable responsibility for strategic planning and tactical application.

From Bomb Disposal to Pharmaceutical Sales Translates to: focusing on leadership skills, ability as a public speaker and briefer when “selling and marketing” new programs to convince management to revise and improve processes, negotiation abilities, writing and communicating effectively ...experience in leading large size programs and supervising dozens of personnel while managing multi-million dollar budgets.

LIST OF TRANSFERABLE SKILLS

Problem Solving	Interpersonal	Time Management	Leadership Skills
Self-Starting	Team-Work Skills	Teaching	Quality Control Analysis
Advising	Conflict Resolution	Counseling	Athletic Training
Marketing	Public Relations	Presentations	Communications
Facilities Mgmt.	Office Experience	Planning	Computer Knowledge
Case Management	Research/Writing	Bookkeeping	Trouble Shooting
Special Data Entry	Organizing		

USE ACTION VERBS

Advised	Authorized	Counseled	Developed
Directed	Ensured	Examined	Explained
Guided	Initiated	Installed	Instructed
Managed	Reorganized	Represented	Supervised
Arranged	Built	Composed	Conducted
Created	Designed	Presented	Reported
Taught	Trained	Catalogued	Documented
Established	Identified	Improved	Implemented
Launched	Planned	Reduced	Analyzed
Classified	Coordinated	Facilitated	Communicated
Integrated	Maintained	Operated	Prepared
Streamlined	Upgraded	Applied	Administered

SET UP FOR A COVER LETTER

Design it to entice your prospective employer to read your resume.

Your Full Name

Street Address City, State Zip Code

Telephone Number _ make sure answering machine is “decent”

Email Address – no goofy email address PLEASE

Month, Day, Year

Mr./Mrs./ Dr. First Name and Last Name

Title

Name of Organization

Street or P.O. Box Address

City, State Zip Code

Dear Mr./Ms./Dr. LastName:

1st paragraph: State why you are writing; how you learned of the organization or position, and basic information about yourself.

2nd paragraph: Tell **why** you are interested in the employer or type of work the employer does. Demonstrate that you know enough about the employer of position to relate your background to the employer or position. Mention specific qualifications which make you a good fit for the employer’s needs. Focus on why hiring you would be good for THEM – not that it’s a good chance for you to increase your skills. This is an opportunity to explain in more detail relevant items in your resume. Refer to the fact that your resume is enclosed. Mention other enclosures if such are required to apply for a position.

3rd paragraph:

Ask for the opportunity to interview. State that you will be glad to provide the employer with additional information needed. Thank the employer for her/his consideration.

Sincerely,

(Your handwritten signature)

Your name typed

Enclosure(s) (refers to resume, etc.)

SAMPLE COVER LETTER
Your name address phone email
Etc etc etc

May 29, 2xxxx

Ms. Jean Banana
Director of Human Resources
American Health Systems
xx Main Drive, Suite x
Springfield, NJ xxx

Dear Ms. Banana:

Enclosed is a copy of my resume in response to your advertisement for an assistant sales manager in the May 29 Morning Ledger.

In the past two years, I have sharpened my communication and teamwork skills while working as an intern and full-time summer employee for a national pharmaceutical company. In that position, I helped develop and implement new sales programs for several new product lines. I work closely with the regional sales manager and managers of other key departments in the organization as well as with suppliers and vendors.

I look forward to discussing my background and accomplishments with you and learning more about your needs. I will call next week to arrange a time to meet. I can be contracted during day at xxx-xxx-xxxx, or you may leave a message with my answering service at xxx-xxx-xxxx
Thank you for your consideration.

Sincerely,

(Hand written name)

Michael Whatever

SAMPLE RESUME FORMAT

YOUR NAME

Address, phone number, email address

Reeferman100@whatever sexylegswow@whatever AAAACK!

Answering machine: Crying babies? Cute kid answering? Party going on? AAACK!

**OBJECTIVE: Full-time position as.....or whatever they say in the advertisement.
One liner identifying the position you want. If there is a File # with the ad, include it.**

EDUCATION:

Bachelor of Science, Bachelor of Arts, remember Math is Arts...go figure...

Bachelor of Science in Nursing – check, check, check, Major: _____ Minor: _____

Castleton State College, Castleton, VT Graduation: May 2009

Or “Pursuing” or “In Progress.”

Awards could go here Specialized awesome courses could go here

SUMMARY OF QUALIFICATIONS

years experience in one of the 3-5 skills you already have and that you know they need.

Key Accomplishment: List one thing you want to brag about – from the list of skills.

Key Skills: List them...Leadership, Communication, Research/Writing.....

Work Style: Energetic, detail-oriented....must be able to PROVE IT ALL

RELEVANT SKILLS

Note: Spell check very often does not pick up on errors with FULL CAPS involved.

Take your Key Skills and make them your subheadings.

Because this is a skills-based resume, include anything you are skilled in. It doesn't matter if it was paid, volunteer, internship, whatever – as long as you can repeat the skills.

No full sentences. No pronouns.

Don't let a section split between page 1 and 2.

Leadership:

- **Fill in with concrete example - where/when**
- **Fill in with concrete example**

Customer Relations:

- **Fill in with concrete example**
- **Fill in with concrete example**

Whatever:

- **Fill in with concrete example**

WORK HISTORY

Sometimes there are too many employers to fit easily within the body of the resume. Easy to list here in work history instead. Check samples below for suggestions.

References attached.
Letters of reference available upon request.

Please make sure your references have given you permission to use them as a reference. It is always a good idea to provide them with a copy of your resume so they can refer to it when called by your future employer. Let them know what happened! Send a thank you when you get that job!

PAPER: The appropriate color of paper used is usually plain cream or a light gray.

Include a plain, scannable version of your resume with your printed resume when you are responding via regular mail.

Be Safe: www.job-hunt.org/resumecybersafe.shtml

Key Words: www.job-hunt.org/resumekeywords.shtml

DELIVERY: Never staple and fold resume. A hard copy of the resume is mailed to the employer unless they request it to be faxed or scanned. Please note that a scanned resume is not the same as electronic. When a resume is scanned, it is mechanically searched for key words to fulfill a needed position; however, when a resume is delivered electronically, it is sent on-line through your mail account.

Do not be put off if you are told to “apply on line.”

“Why applications on line and not resumes at job fairs anymore:

1) It’s part of their process, 2) to track candidates, 3) to gauge interest, and mostly 4) to comply with government regulations. Employers go to events to promote their organization and provide information about jobs; Many feel paper applications and resumes are inadequate for their needs.

“Taking a resume at a career fair is to provide a document for reference later when the student applies for the job through their electronic board.”Ivytech.edu

Applying online guarantees 100% you will be in the applicant tracking system. By applying directly online, students can be assured of being considered by tons of other recruiters in the company as well – not just one.

HINT: Completing the on-line resume/application for the Federal Gov (usajobs.gov) takes, on average, 3 HOURS. Whatever. You can apply for 3 positions with the same submission. And, guess what, **the Feds are actually hiring!**

SAMPLE RESUME 1

Richard Anderson,
1234, West 67 Street, Carlisle, MA 01741,
(123)-456 7890.

OBJECTIVE : NAME THE POSITION YOU ARE AFTER

SUMMARY OF QUALIFICATIONS

- Four years experience in training and curriculum creation;
- Key Accomplishment: Designed and delivered state of the art training program for whatever and whatever;
- Key Skills: Training, curriculum design, recruitment, project management;
- Work Style: Organized, detail-oriented, reliable, courteous.

RELEVANT EXPERIENCE

Master Chief Petty Officer, Nate Wainwright - Operations Department August 2002 - Present
Conducting training for new personnel and creating curriculum.

- Supervising recruited personnel.
- Keep track of completion of project in work area assignments.

Senior Instructor, "A" School, Richmond Hill, GA - Operations Specialist January 1996 - August 2002
Provided feedback to senior management by reviewing curriculum.

- Monitored 20 junior instructors.
- Taught intelligence gathering and research courses.

Education : College of Coastal Georgia Associates in Business Administration - May 2002

Computer Skills : Microsoft Office - Excel, Word, PowerPoint, and Access, HTML, Microsoft Project 98, Internet Research, and Website Creation.

SAMPLE RESUME 2

RICHARD ANDERSON,
1234, West 67 Street, Carlisle, MA 01741, (123)-456 7890.

OBJECTIVE: NAME EXACT POSITION YOU ARE AFTER

SUMMARY OF QUALIFICATIONS

- Twenty-five years experience in management, analysis in law enforcement;
- Key Accomplishment: WHAT DO YOU WANT TO HIGHLIGHT FOR THIS OBJECTIVE?
- Key Skills: project management, reporting, analysis, presentations, investigations, recording, training, supervision;
- Work Style: HOW HAVE MANAGERS DESCRIBED YOU?

RELEVANT EXPERIENCE

Deputy Sheriff, WURTSBOROUGH COUNTY SHERIFF'S DEPARTMENT - Tetter, NH: 1991 - 1994

- Coordinated all aspects of prisoner security and transportation from security facilities to courthouses, ensuring the safety of the community and the suspects.
- Served civil process, evictions, and warrants within the jurisdiction.
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State Trooper, MASSACHUSETTS STATE POLICE - Boston, MA: 1970 - 1990

- Conducted interrogations and pre-deposition interviews as part of ongoing criminal investigations.
- Served as an expert on narcotics, motor vehicle law enforcement, and accident investigations.
- Performed public records research, as well as coordinating interviews and reconnaissance for drug trafficking criminal investigations with other law enforcement departments.
- Trained and supervised new officers. As court officer, consistently sought out for clarification on points of law and procedures by district attorneys, defense attorneys, and judges.

EDUCATION

POLICE STANDARDS & TRAINING COUNCIL - Concord, NH **Law Enforcement Program**

NORTHEASTERN UNIVERSITY - Framingham, MA **Criminal Justice coursework**

MASSACHUSETTS STATE POLICE ACADEMY - Framingham, MA **Law Enforcement Program**

MILITARY UNITED STATES NAVAL RESERVES **Airman, Honorable Discharge**

Certifications: Narcotics & Dangerous Drug Law Enforcement Certification; National Crime Information FBI Certificate; School of Handguns Certificate.

Specialized Training: Drug Enforcement, Narcotic Law Enforcement, and Computer Information Systems - International Intelligence Information Rating.

Professional Affiliations: Massachusetts, Worcester and Essex County Highway Associations, Retired Massachusetts State Police Association, and Central Massachusetts Chiefs of Police Association.

Professional Awards: Career achievements in law enforcement include commendations from the Commonwealth of Massachusetts, Division of State Police, as well as numerous citations and awards for service.

