



A proud partner of the American Job Center network.

The Resume



A brief account of one's professional or work experience and qualifications.

- Resume suggestions
- Resume checklist
- Examples of summary statements
 - Examples of skills
 - List of action verbs
 - Examples of resumes

Capital Area Michigan Works! is a network of resources and a proud partner of the American Job Center network. We partner with business to develop recruiting and retention strategies and we partner with job seekers to enhance education and career opportunities.

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Having a resume is highly recommended

A **resume** is a summary of background, skills and qualifications, which is sent to employers for review. Consider it your personal marketing brochure with the goal of gaining the employer's attention and to giving them the information they need to bring you to the next step in the hiring process, an interview.

What is a resume used for?

The **resume** is usually one of the first items, along with a cover letter and sometimes an application for employment, which a potential employer sees regarding the job seeker and is typically **used** to screen applicants, often followed by an interview.¹

Hiring managers use resumes to screen potential employees. They typically look at a resume for less than 15 seconds before deciding which pile to put it in. The "No" pile ends up in the recycle bin. The "Yes" pile gets a second look, and possibly an interview.

For you, a resume is a tool designed to get you to the next step in the employment process—the interview. It can even help you prepare for that interview by giving you specific items to practice talking about.²

Cover Letters* Make Employers Want to Read Your Resume

- A *short* letter that you include with your resume and/or your application
- This is your chance to say why you are qualified for the job
- It should entice the employer to look at your resume
- Including a cover letter will greatly improve the odds of securing an interview
- An excellent way to tell your story and address concerns of your situation

*See Various Sample Letters packet for examples

¹ Wikipedia

² Gcflearnfree.org

Get Your Resume Noticed

One page in length is preferred; however, if you've got a lot of varied experience or a long career, you may well need more space to tell your story.

NEVER apply for a job you are NOT qualified to perform!

Bullet points are preferred with easy to decipher information. Use only 5-7 bullet points per section.

Begin each statement section with an action verb (past or present as it applies).

Review your resume many times to ensure it contains no spelling or grammar errors.

Have a specific and customized summary statement that gives specifics as to what you can do for an employer.

Use statistical data wherever possible (for example: reduced employee turnover by 50%, increased sales volume by 45%, supervised over 35 employees).

If you have more than one career focus, have more than one resume.

Highlight special skills (for example: Microsoft Word/Excel/PowerPoint) you are currently able to use effectively.

Always keep your resume updated, even while employed

Customize your resume before you send it so that it shows only your qualifications for a specific job opening at one company.

RESUME CHECKLIST

- ✓ If the resume is longer than a page, does the second page contain your name? Is the page break formatted correctly?
- ✓ At a quick glance, is your resume visually appealing with major sections standing out? Are there design elements such as bullets, bolding and lines to guide readers' eyes through the document and highlight important content?
- ✓ Is a qualifications summary included so the reader immediately knows the applicant's value proposition?
- ✓ Are spacing, font size, and format consistent throughout the document?
- ✓ Are margins even on all sides?
- ✓ Is there a good balance between text and white space?
- ✓ Are sections placed in the best order so that the applicant's strongest credentials are at the top?
- ✓ Is the work history listed in reverse chronological order (most recent job first)?
- ✓ Are you using phrases instead of sentences? Do all phrases begin with strong action verbs?
- ✓ Is your email address professional, such that NO one would consider it unprofessional?
- ✓ Is the resume targeted to a specific career goal and not trying to be a one-size-fits-all document?
- ✓ Has this resume been custom-tailored? Did you include your qualifications that were listed in the job posting?
- ✓ Are accomplishments quantified by using numbers, percentages, dollar amounts or other concrete measures of success?
- ✓ Are accomplishments separated from responsibilities?
- ✓ Is applicable additional information, such as awards and affiliations, included, while personal information like marital status, age and nationality unrelated to the job target omitted?
- ✓ Is the resume written in an implied first-person voice with personal pronouns, such as me and my, avoided?
- ✓ Is the content flow logical and easy to understand?
- ✓ Is the resume as perfect as possible, with no careless typos or spelling, grammar or syntax errors?

Resume Formats

The Chronological Resume

This popular resume format highlights your work experience and job history in reverse chronological order, with the most current career experience listed at the top. It presents a timeline view of the applicant's entire employment history, including responsibilities and accomplishments. Most employers prefer this format.

The sections to include in a reverse chronological resume are:

- Career or qualifications summary
- Professional experience and accomplishments
- Education
- Additional skills

Functional Resume

This format focuses more on your marketable skills than your employment history. It's ideal for people with less work experience, career-switchers, or folks re-entering the workforce or with gaps in their work history. Unlike the chronological resume, skills and achievements are placed near the top of the page. Following the skills and achievement sections, add an abbreviated list of company names, titles or position held, dates of employment, and locations. An education section should follow, with the most recent academic achievement at the top.

Combination Resume

This popular resume format is a hybrid between the functional and chronological resume. It uses the best of both formats by focusing on your strongest skills and linking those skills to your past job history. This resume approach is perfect for recent grads, career-switchers, and professionals with extensive experience who may not want to repeat job descriptions from similar past jobs. While writing the combination resume, keep in mind skills such as communication, customer relations, and leadership--and be able to show how these skills relate to your specific work history. ³

³ Livecareer.com

HOW TO WRITE A SUMMARY STATEMENT

Summary statements very quickly help the employer determine if the resume is worth reading. Summary statements are useful for job seekers who have varied experience, or who are looking to make a career change. A summary statement can help transition your resume from your current education and experience to the type of position you are seeking.

Your summary statement should be two to four lines describing your strengths, the position/industry you are seeking, and **what you will bring to the job**. Strengths and traits should be focused on how you can provide value to the employer today.

The major points that should be included in your summary statement are:

- a. Specific strengths and transferrable skills that relate to the desired position
- b. Personality traits that are important to you and the job for which you are applying
- c. Slight mention of professional expertise – for example: “Experience in creating budgets and supervising staff.”

This statement differs from an objective, which states what you want from the employer. An objective can also put in a very narrow job opportunity situation. There can also be a problem with “semantics,” meaning the job you are seeking may be called one thing by you and another by an employer. If you state your objective and it is not in the terms used in the company, based on what you have asked for, you could be eliminated as a candidate.

Sample Summary Statements

Here are a couple of summary statements that include both experience and an emphasis on transferrable skills and accomplishments. Notice how each is tailored to different opportunities or industries based on the individual’s background.

Marketing/Sales

Sales and marketing professional with global expertise seeking brand management opportunity. Excellent communication and interpersonal skills. Ability to work comfortably at multiple organizational levels. Accomplished team leader. Analytical strategic planner and presenter. Goal- and detail-oriented, high energy and integrity. Committed and focused.

Accounting/Finance

Dependable and detail-oriented accounting and auditing professional. Works well under pressure. Successful in meeting deadlines. Organized, focused. Excellent communication, presentation, and interpersonal skills. Ability to multi-task. Expertise with energy industry.

MIS

Proven IT professional with demonstrated management skills. Excellent technical, interpersonal and communication skills. Ability to bridge gap between technical and non-technical stakeholders. Creative and resourceful in development and implementation, as well as problem resolution. Presenter and motivator. Knowledgeable and proactive, with high energy and integrity.

Management

Customer Service manager with extensive experience directing busy call centers. Proven ability to increase customer satisfaction as well as call volume per representative. Excellent leader with history of improving employee morale and reducing turnover. Skilled communication and team motivation have resulted in fulfilling service goals.

SOFT SKILLS

- **Strong work ethic**
- **Responsive to customers**
- **Take pride in professional representation and quality service**
- **Excellent interpersonal and self-management skills**
- **Work well with a diverse population of people**
- **Multi-task well**
- **Effectively manage multiple projects to meet deadlines**
- **Communicate effectively to all levels in an organization**
- **Work well independently or as part of a team**
- **Learn and apply new information and responsibilities quickly and efficiently**
- **Effective organization and decision-making skills.**
- **Plan, implement & measure business programs**
- **Adaptable to workplace changes**
- **Flexible to new situations and open to learning new tasks**
- **Strong leadership/organizational and problem solving skills**
- **Resourceful**
- **Strong analytical skills**
- **Fast learner-require minimal supervision**
- **Skillful at conflict resolution**
- **Excellent customer service & assistance skills**
- **Creative problem solving**
- **Detail orientated**
- **High mechanical aptitude**
- **Good self-management skills**
- **Outstanding verbal and written skills**
- **Outstanding personal skills in dealing with co-workers and customers**

SAMPLE ACTION VERBS**Management skills**

Administered
 Analyzed
 Assigned
 Attained
 Chaired
 Coordinated
 Delegated
 Developed
 Directed
 Evaluated
 Improved
 Increased
 Initiated
 Integrated
 Organized
 Oversaw
 Planned
 Prioritized
 Produced
 Recommended
 Reviewed
 Scheduled
 Supervised

Communication Skills

Addressed
 Arbitrated
 Arranged
 Authored
 Collaborated
 Corresponded
 Developed
 Directed
 Drafted
 Edited
 Enlisted
 Formulated
 Influenced
 Interpreted
 Lectured
 Mediated
 Moderated
 Negotiated
 Persuaded
 Promoted
 Publicized
 Reconciled
 Recruited

Research Skills

Analyzed
 Clarified
 Collected
 Compared
 Conducted
 Critiqued
 Detected
 Determined
 Diagnosed
 Evaluated
 Examined
 Experimented
 Explored
 Extracted
 Formulated
 Gathered
 Inspected
 Interviewed
 Invented
 Investigated
 Located
 Measured
 Organized

Technical Skills

Adapted Applied
 Assembled Built
 Calculated
 Computed
 Constructed
 Converted
 Debugged
 Designed
 Determined
 Developed
 Engineered
 Fabricated
 Fortified
 Installed
 Maintained
 Operated
 Overhauled
 Printed
 Programmed
 Rectified
 Regulated

Helping Skills

Adapted
 Advised
 Assessed
 Clarified
 Coached
 Communicated
 Coordinated
 Counseled
 Demonstrated
 Educated
 Enabled
 Encouraged
 Evaluated
 Explained
 Facilitated
 Guided
 Informed
 Instructed
 Trained

Financial Skills

Administered
 Adjusted
 Allocated
 Analyzed
 Appraised
 Assessed
 Audited
 Balanced
 Budgeted
 Calculated
 Computed
 Conserved
 Corrected
 Determined
 Developed
 Estimated
 Forecasted
 Managed

Creative Skills

Acted
 Conceptualized
 Created
 Customized
 Designed
 Developed
 Directed
 Established
 Fashioned
 Founded
 Illustrated
 Initiated
 Integrated
 Introduced
 Invented
 Performed
 Planned
 Shaped

Clerical Skills

Approved
 Arranged
 Catalogued
 Classified
 Collected
 Compiled
 Dispatched
 Generated
 Implemented
 Inspected
 Monitored
 Operated
 Organized
 Prepared
 Processed
 Purchased
 Recorded
 Retrieved
 Screened

Chronological Resume Template

[Your Name]

[Job Title]

[Telephone] | [Email address] | [Street Address, City, ST Zip Code]

Summary

[Add a brief, single-paragraph summary of your career accomplishments here. To replace any placeholder text, just select it and start typing. (Don't include space to the right or left of the characters in your selection.)]

Experience

[Job Title], [Employer Name], [City, State]

[Years From—To]

[Job Title], [Employer Name], [City, State]

[Years From—To]

[Job Title], [Employer Name], [City, State]

[Years From—To]

[Job Title], [Employer Name], [City, State]

[Years From—To]

Education

Associate, Nursing, [School Name], [City, State]

[Years From—To]

[Had a scholarship or graduated with honors? This is the place to shout about it!]

Credentials

Board Examination

[Year achieved]

License, State of [State Name]

[Year received]

Affiliations

[State] Association

[Years From—To]

[Years From—To]

Community Service

[Role], [Organization Name], [City, State]

[Years From—To]

[Describe your volunteer work or use this section for awards or other areas of recognition.]

Chronological Resume Example

James Free

17017 Fuzzy Blvd, Edmond, OR 00222

c: 455-999-3333 | e: JaFree@copxs.net

Self-starter and strong independent worker. Excel at analyzing products and procedures to generate new ideas to improve efficiency and production quality. Highly adaptable to ever-changing circumstances. Key member in any team developing and executing strategic business plans.

PROFESSIONAL EXPERIENCE

Comfort, Inc., 2016-Present

Manager

- Manage daily operations of a \$1 million foam insulation company.
- Train and supervise work crews in more efficient product installation techniques that have reduced material waste by 20% and labor hours by 43%.
- Develop sales team's knowledge in the areas of building science and energy conservation in order to provide customers with the information to successfully plan for and utilize spray foam insulation.
- Developed an effective marketing campaign and restructured product pricing/discounts resulting in an 80% bid acceptance rate.

United States Rescue Officer, 1999-2015

Manager (2015-2016)

- **Data Network Manager** - Managed command and control data network used to generate video representation of geographic area surrounding ship. Team consisted of 38 individuals from four departments.
- **Production Control Officer** - Coordinated the efforts of 135 personnel utilizing 37,000 man hours, completed 520 jobs totaling over \$4 million during 13-month refurbishment period.
- **Assistant Command Duty Officer** - Directed daily routine utilizing a duty section of 600 personnel from 12 different departments.

Instructor Pilot (1999-2015)

- Administered, coordinated, and supervised flight and academic training for United States flight training program. Encompassed over 200 instructors and 600 students in five units.
- Coordinated and supervised four Flight Commanders to insure pilot completion rates met quarterly and annual goals.
- Managed and scheduled 11 instructor pilots and 38 flight students to complete primary and intermediate level flight training.

EDUCATION AND TRAINING

- **MBA** - Finance, Auburn University
- **B.A. Business Economics** - University of Costa Rica
- **Aviator** - Advanced Flight Training, United States Flight Patrol
- **Integrated Project Team Course** - Project Management College, United States Flight Patrol

Selective courses in building construction, construction management, and cost estimating.

AWARDS AND COMMENDATIONS

- Navy Marine Corps Commendation Medal (2)
- Navy Marine Corps Achievement Medal
- Humanitarian Service Medal
- Global War on Terrorism Service Medal

Functional Resume Template

Functional Resume Template: Instructions

This template is a general format. Actual content and layout will vary. Not all items are required or necessary. Replace the content prompts with your own information to create your resume.

FIRST AND LAST NAME

Address Line

City, State Zip Code

(555) 555-5555

Email address

SUMMARY

Include summary statement here

SUMMARY OF QUALIFICATIONS

Qualification—

Short summary of skills, accomplishments or responsibilities for this specific qualification.

Qualification—

Short summary of skills, accomplishments or responsibilities for this specific qualification.

Qualification—

Short summary of skills, accomplishments or responsibilities for this specific qualification.

SUMMARY OF EXPERIENCE

Job Title (can include employer and/or dates)

- Main responsibilities or accomplishments

Job Title (can include employer and/or dates)

- Main responsibilities or accomplishments

EDUCATION

LICENSES AND CERTIFICATIONS

AWARDS OR PROFESSIONAL MEMBERSHIPS

Functional Resume Sample

John W. Smith

2002 Front Range Way Fort Collins, CO 80525

jwsmith@colostate.edu

Career Summary

4 years experience in early childhood development with a diverse background in the care of special needs children and adults.

Adult Care Experience

- Determined work placement for 150 special needs adult clients.
- Maintained client databases and records.
- Coordinated client contact with local health care professionals monthly.
- Managed 25 volunteer workers.

Childcare Experience

- Coordinated service assignments for 20 part-time counselors and 100 client families.
- Oversaw daily activity and outing planning for 100 clients.
- Assisted families of special needs clients with researching financial assistance and healthcare.
- Assisted teachers with managing daily classroom activities.
- Oversaw daily and special student activities.

Employment History

1999-2002 Counseling Supervisor, The Wesley Center, Little Rock, Arkansas.

1997-1999 Client Specialist, Rainbow Special Care Center, Little Rock, Arkansas

1996-1997 Teacher's Assistant, Cowell Elementary, Conway, Arkansas

Education

University of Arkansas at Little Rock, Little Rock, AR

- BS in Early Childhood Development (1999)
- BA in Elementary Education (1998)
- GPA (4.0 Scale): Early Childhood Development – 3.8, Elementary Education – 3.5, Overall 3.4.
- Dean's List, Chancellor's List

Sample Chronological Resume - Customer Service Representative

Patricia Snow

Sometown, WI 53215

Phone :(555) 555-5555

Email: ps@somedomain.com | LinkedIn URL

SUMMARY OF QUALIFICATIONS:

- Providing Exceptional Service
- Building Loyal Relationships
- Solving Problems
- Increasing Sales
- Dynamic customer service professional experienced in both call-center and retail store settings.
- Productive relationship builder; excel at listening to customer needs, articulating product benefits and creating solutions that provide value to the customer.
- Highly professional--dependable, reliable and able to perform duties with minimal supervision.

EXPERIENCE:

ABC Company, Sometown, WI (National retail brand with a fast-growing catalog operation)

Customer Service Representative, 9/2016 to Present

- Respond to telephone inquiries, providing quality service to customers and associates inquiring about the availability of products or status of orders.
- Listen attentively to caller needs to ensure a positive customer experience.
- Access electronic and paper cataloging systems to look up product information and availability.
- Strive for quick complaint resolution; commended by supervisor for the ability to resolve problems on the first call and avoid escalation of issues.
- Excel within a service-oriented company, demonstrating a talent for communicating effectively with customers from diverse backgrounds.

DEF Company, Sometown, WI (Sometown's largest showroom for residential and commercial flooring)

Customer Service Representative, 6/2016 to 9/2016

- Ensured customers were satisfied with every part of the flooring experience, from initial greeting through order completion.
- Memorized the company's product offerings; contributed to a 12% sales increase for the quarter by communicating product benefits and providing excellent service.
- Recommended solutions within customer budgets and proactively followed up with all leads.

EDUCATION:

ABC High School, Sometown, WI

Diploma, 5/2016

Seminars completed:

The Customer Focus | Creating Win/Win Relationships | The Customer Is Always Right

Sample Chronological Resume – Truck Driver

Ernest Faulkner

113 Evergreen Terrace · Elk Grove, California 95624
earnesttrucker@myisp.com · (916) 555-3846

Qualifications Summary

Dedicated, safety-conscious **Truck Driver** with more than 14 years of experience transporting and delivering freight throughout the western United States.

- Focused on ensuring on-time delivery within specified timeframes; assist with load / unload process and promote customer loyalty and retention.
- Solid record of accomplishment achieving efficient, cost-effective transportation operations of goods and hazardous materials while maintaining compliance with federal, state, and municipal regulations.
- In-depth knowledge of specialized transportation equipment, including reefers, tankers, pneumatic bulkers, and double pups.
- Outstanding safety and driving record with friendly, professional attitude; sustain record of zero preventable accidents and proactively perform vehicle and equipment checks.

Professional Experience

CTD Transportation – Sacramento, California

Driver, 10/2010 – Present

Deliver fuel to service stations for regional transporter of petroleum products. Oversee refueling to ensure compliance with all regulations governing safe handling of flammable and hazardous materials. Maintain comprehensive delivery records and facilitate management of customer accounts by placing orders, collecting payments, and providing records of transaction.

- Maintained consistent on-time delivery record with 90% of all orders arriving ahead of schedule.
- Recognized for outstanding professional achievement, earning company's Safe Driving Award for three years running.

Rock and Sand, Inc. – Sacramento, California

Delivery Driver, 3/2006 – 9/2010

Ensured timely delivery of sand, gravel, and concrete products to numerous local construction sites. Mixed concrete to customer-specified slump levels and assisted contractors in pouring foundations, footing, and slabs. Provided detailed reports on mechanical and equipment condition / failures to facilitate maintenance.

Timber Green, Inc. – Modesto, California

Driver, 2/2001 – 2/2006

Transported raw timber from harvest sites to processing facilities. Assisted logging crew and mill supervisors in loading and unloading timber from trailer. Tracked and maintained logs in accordance with Hours-of-Service (HOS) regulations. Reported damaged or malfunctioning equipment to company mechanics.

Training and Licensure

Certificate of Completion

Truck Driving School – Sacramento, California

Licensure: CDL with Class A, T&X Endorsements

Sample Functional Resume-Production Line Worker

GEORGE R. LUNDT

81 S. Mason Lane

Sometown, MI 34788

Phone: (555) 555-5555 | Email: fakename@anydomain.com

SUMMARY OF QUALIFICATIONS

Assembly line worker with 10+ years of experience in large manufacturing plants. Proven strengths in quickly learning new processes, technologies and machinery, as evidenced by recent transition from automotive assembly line work to the production of sophisticated, energy-efficient components for household appliances.

KEY SKILLS

- Assembly Line Operations
- Basic Equipment Repairs
- Safety Standards
- Production Line Efficiency
- Quality Controls
- Precision Component Assembly
- Machinery Assembly
- Environmental Standards
- Blueprint Interpretation

EXPERIENCE & SPECIALIZED TRAINING

ABC MANUFACTURING INC. (Fortune 500 manufacturer of household appliances), Sometown, MI
Line Worker, 5/09 to Present

Assemble mechanical units of household appliances such as dishwashers and refrigerators. Adhere to company and government standards for heightened energy efficiency as well as safety, quality and environmental compliance.

- Worked on line that achieved 100% of quality goals while exceeding production targets by 125%.
- Assisted in the launch of new line of high energy-efficiency appliances and met goals outlined by the Department of Energy as part of the American Recovery and Reinvestment Act.
- Demonstrated accuracy in the assembly of units/components requiring adept soldering skills.
- Excelled in interpreting detailed blueprints, aligning units using jigs and fixtures, and inspecting completed components to ensure conformance to specifications.

XYZ MOTORS INC. (Large automotive manufacturer), Sometown, MI

Production Line Worker, 1/00 to 2/09

Apprentice Line Worker, 8/99 to 12/99

Worked on various vehicle production lines assembling components for XYZ automobiles. Followed quality and safety guidelines and met all productivity goals.

- Earned one of the best attendance records in the plant throughout tenure and consistent high marks for meeting quality and productivity goals.
- Served on plant safety team that enacted training/awareness programs reducing accidents and workers' compensation claims to a ten-year low.
- Praised for commitment to continuous improvement, predicting assembly problems and suggesting solutions that proved so successful they were adopted throughout the plant.

Education

Sometown Technical College, Sometown, MI GED, 2003

Sample Chronological Resume-Administrative Assistant

William Dorsey

Sometown, OR 97201 | Phone: 555-555-5555 | Email: wd@somedomain.com | LinkedIn URL

ADMINISTRATIVE ASSISTANT

Provide top-notch support to VPs, directors and managers

- **Administrative:** Handle all administrative matters including screening calls, managing calendars, and planning meetings, making travel arrangements, composing documents and organizing offices for efficiency.
- **Communications:** Interact professionally with all levels of staff and maintain the highest level of confidentiality; known for tact and diplomacy in handling sensitive issues.
- **Computers:** Expert user of Microsoft Office; quickly learn and master new technology.

COMPUTER SKILLS

- **Microsoft Programs:** Word, Excel, PowerPoint, Access, Outlook, SharePoint, Azure
- **Accounting & CRM:** QuickBooks, Sage 50 Pro Accounting, Oracle PeopleSoft CRM
- **Operating Systems:** Unix, Linux, Windows, Mac OS X, iOS, Android

EXPERIENCE

ABC COMPANY -- Sometown, OR

Administrative Assistant, 2014 to Present

Provide administrative support to the investment banking group VP and 5 of her department directors. Answer telephones and courteously assist clients and employees throughout the organization. Maintain calendars, coordinating extensive appointments, meetings and domestic/international travel.

- ◆ **Office Management:** Overhauled recordkeeping system from manual to computer-based, creating a user-friendly and systematic information management system and reducing data-retrieval time.
- ◆ **Travel Logistics Management:** Coordinate a busy travel calendar that includes six international symposiums annually, ensuring all events are successfully executed.
- ◆ **Customer Relationship Management:** Tapped into the power of PeopleSoft CRM Analytics to track the effectiveness of leads, marketing initiatives and revenues. Generated reports that assisted upper management with decision making and were distributed to 200+ employees department wide.

TEMPORARY AGENCY ASSIGNMENTS -- Sometown, OR

Administrative Assistant, 2011 to 2014

Assigned by DEF Temporary Agency and GHI Temporary Agency to serve in administrative support roles for clients in investor relations, high tech, healthcare and real estate sectors.

- ◆ **Hit the Ground Running:** Learned organizational processes, policies and procedures with minimal ramp-up time. Completed administrative assignments for ABC Co., JKL Co., MNO Co. and PQR Co.
- ◆ **Service Focus:** Adapted to diverse work styles and consistently provided friendly, personable service.
- ◆ **Excellent Performance:** Offered full-time position at the conclusion of temporary assignment at ABC Co.

EDUCATION

ACTION TRAINING ACADEMY -- Sometown, OR

Certificate in Office Management, 2011

Completed 45-credit certificate program. Focused on business data processing, software applications, basic accounting, business communications and business law.

Sample Functional Resume-Military to Civilian Transition

Jeremy W. Wilson

17 N. Ridgeview, Apt. #472

Sometown, CA 90000

(555) 555-5555

someone@somedomain.com

Decorated police officer transitioning from the US Marine Corps Military Police (MP) to civilian law enforcement -- tour of duty ends December 2009. Highly motivated to leverage 5 years of achievements during MP career to provide dedicated service for a city or county police department. Qualifications include a pending BA in criminal justice (currently completing final semester); comprehensive field training; and extensive experience in safety patrol, security details, undercover investigations and public-service activities.

Key Skills

- Law Enforcement & Public Safety
- Evidence Collection
- Emergency Planning & Response
- Defensive Tactics
- Security/Surveillance Operations
- Counterterrorism Strategies
- Criminal Investigations
- Firearms Safety & Handling
- Crime Prevention
- Interviews & Interrogations
- Traffic Patrol
- Crime Scene Management

Experience

Us Marine Corps -- Current Assignment: Camp Pendleton / Previous Deployment: Iraq

Military Police Officer, 12/04 to Present

Awarded MP position at the culmination of 12-week basic training and an additional 12 weeks of intensive, specialized MP training. Currently serve as a Military Police officer protecting lives and property, patrolling military base and preserving law and order at Camp Pendleton USMC Base.

Previously supported battlefield operations and provided area/convoy security during overseas assignment in Iraq (Operation Iraqi Freedom).

Key Results

- Earned consistent commendations for devotion to duty with citations for excellence in rapidly resolving crisis situations, upholding law and order, relating effectively with culturally diverse populations and protecting property and lives.
- Fulfilled a range of MP duties for both combat and peacekeeping missions. Gained proficiencies and experience in: traffic accident first-responder/investigations, police patrol, ticket/report writing, felony traffic stops, search and seizures, criminal investigations and suspect interviewing/fingerprinting/processing.
- Selected for elite security details providing dignitary protection for visiting generals, members of Congress and other high-ranking officials.
- Infiltrated illegal drug ring operating on base and participated in undercover surveillance and "sting" operation leading to the arrest, prosecution and incarceration of guilty parties.

Recognition & Awards

- Honored with three USMC Commendation Medals for heroic/life-saving acts of bravery (2005/2007), Good Conduct Medal (2009) and Combat Action Badge (2007).
- Earned Expert Marksman Awards in both small arms and assault weapons.
- Graduated #3 in MP class, earning honors in marksmanship, mastery of the Uniform Code of Military Justice (UCMJ), patrol procedures and physical fitness.

Education & Credentials

Sometown State University -- Sometown, CA

BA in Criminal Justice Candidate -- Degree Expected: 12/09 / Current GPA: 3.7

Sometown High School -- Sometown, MI

High School Diploma, 6/04

Certifications & Clearances:

- Certified in first aid/CPR, traffic accident investigations, preliminary breath test (PBT) and Intoxilyzar 5000, and handcuffing/flexi-cuff procedures
- Weapons certifications: MP 9mm pistol, M4 carbine, 12-gauge shotgun, Taser X26/M26
- Secret Security Clearance

MP Training Highlights:

- Security Police Tactics
- Civil Disturbance
- Criminal Investigations
- Urban Area Force Protection
- Situational Training
- Personal Security Detail
- Weapons Handling
- Conflict Management
- Levels of Force

Sample Combination Internship Resume Template

Name

Address

City, State Zip Code

Email

Education

College, City, State, Graduation Date (Month/Year)

Degree, Major/Minor/Concentration

GPA (Overall and/or Major)

Honors & Awards

Honor Society, Dean's List, Scholarships

Relevant Experience

Title, Organization, Location, Dates

- Use action verbs to explain your responsibilities beginning with most recent experience first.
- Use concise language to create effective action verb statements highlighting skills and accomplishments.
- Edit out articles and pronouns and begin phrases with action verbs.br]
- This section can include coursework and lab experience as well as previous jobs and internships.

Title, Organization, Location, Dates

- The Relevant Experience section includes all information relevant to the position to which you are applying.
- It is the most important section of your resume since it provides information to the employer about any relevant skills and accomplishments you've developed so far.

Course Name, Academic Department, College, Dates

- Identify the objectives of the course; including, projects, papers, and presentations.
- Mention both individual and team accomplishments.

Additional Experience

Title, Organization, Location, Dates

- This section might include previous waitress, administrative, and on-campus jobs where you have gained some solid transferable skills including organization, communication, interpersonal, and analytical skills.
- Be selective on what you include in your resume. Remember to give priority to information relevant to the job or internship and focus on the skills developed as a result of the experience. All previous internships and/or jobs do not need to be included on every resume.

Co-Curricular Activities

Club Memberships, Sports, Music, Arts

Skills

(Computer/Language/Music/Photography)

- List computer programs, foreign language, and any specialized skills you possess.