

Sample Military Resume

JAY T. HAWK

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OBJECTIVE

To obtain the Human Resource Administrator position with ABC Company utilizing my excellent personnel management skills and training.

SUMMARY OF QUALIFICATIONS

- Highly skilled personnel manager with 10 years experience hiring, training, and managing diverse teams.
- Superior written and interpersonal communication skills developed through weekly report writing, supervision, and training of staff.
- Strong organizational and problem-solving skills. Successful ability to juggle multiple tasks simultaneously.
- Completed several management-training courses on topics such as goal-setting, conflict resolution, and mentoring
- Ability to obtain and maintain a secret security clearance.
- Proficient in Microsoft Office, SPSS, PageMaker, and Dreamweaver.

EDUCATION

Master of Business Administration

The University of Kansas

- GPA: 3.5/4.0

Expected: May 20xx

Lawrence, KS

Bachelor of Science in Business Administration

The University of Colorado

- GPA: 3.4/4.0

May 20xx

Boulder, CO

RELEVANT EXPERIENCE

Supervisor Unit Administrator

Army Reserve Command

Jan 20xx-Oct 20xx

Ayer, MA

- Managed personnel, finance, and automated systems activities.
- Represented commander by establishing goals and objectives, and setting priorities for accomplishing overall organizational functions.
- Assisted the commander in establishing and implementing unit and individual training goals and objectives.
- Interpreted training directives and guidance.
- Reviewed completed personnel actions to ensure all policies and procedures were closely followed.
- Assisted the commander with strategic planning and establishment of unit action plans.

US Army Reserve (USAR) Unit Administrator

Department of the Army: Army Reserve Command

Oct 20xx to Dec 20xx

Los Alamitos, CA

- Implemented administrative plans, policies and procedures established by the commander.
- Prepared and processed personnel, pay, supply action, and maintenance of records and files.
- Interviewed individuals interested in assignment, advised on army reserve program and unit vacancies, and answered general inquiries.
- Served as the principal administrator responsible for performance of a variety of technical, analytical, advisory, and coordinating duties for the USAR Unit Commander in accomplishing overall functions of the unit.
- Served as the key point of contact regarding recruitment and retention for the unit.

RECOGNITIONS & ACHIEVEMENTS

- Earned three promotions in rank based on job accomplishments and overall performance

CONTACT INFO

⇒Include current contact information at the top, including a phone number that connects to a reliable, courteous voicemail message as well as a professional e-mail address.

OBJECTIVE STATEMENT

⇒Keep it concise and list the position or type of position you are seeking.

SUMMARY

⇒Highlight how your experience, military background, and personal qualities relate to the specific needs of the position.

EDUCATION

⇒List degrees you've completed or pursuing
⇒List degrees in reverse chronological order (most to least recent)
⇒Only include GPA if it's at least a 3.0 or higher; otherwise leave it off

EXPERIENCE

⇒Group your relevant experience into one section. Group other less related experience into a separate section, like 'Additional Experience'.
⇒List your experience in reverse chronological order
⇒Start descriptions with active verbs (i.e., developed, led, created, organized, etc.).
⇒Focus on accomplishments and outcomes of your experiences, not just responsibilities or duties.

General Resume Guidelines & Tips:

- When applying to civilian positions, it's extremely important to translate your military experience into language hiring managers can understand and in a way that is relevant for each position you apply for. Avoid over-using military jargon or acronyms or potential employers may lose interest in your resume. NOTE: The only time this is not true is if you're applying to a company or government agency that works directly with the military and is interested in a candidate with your specific qualifications. In that case, you would include as much military language and experience as possible.
- Keep it to one page (unless you are writing a federal style resume or have enough relevant experience to fill 2 pages)
- Be consistent in your formatting, use of bullet points, use of bolding/ italics/ underlining, and alignment
- Use a font size no smaller than 10 and no larger than 12 for the body of your résumé. Stick to standard fonts, such as Times New Roman or Arial. These fonts tend to be easier to read.
- Target the content of your résumé towards the qualifications and requirements of each job you apply for.
- Don't include personal information, such as: marital or health status, birth date or age, race/religion/ethnicity, a photograph, or personal hobbies.