

**Assume the Hiring Manager is Not Familiar With The Military**

using language that civilians can understand, avoiding military lingo, abbreviations and acronyms.

using language

Example

Example

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Example

Example

Example

**Create A Resume that Addresses the Employer's Needs**

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**Outlining Your Experience – One Entry or Multiple Entries for Various Postions Held in the Military**

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Example

Resume Examples: One Section/Entry: Jon Deville, Jason Watson, Joseph Miller  
Resume Examples: Multiple Entries for

## Highlighting RELATED Military Experience

Multiple entries for various positions held: Kaitlyn Rothwell, Lia Burton, Jonathan Smith, Mary Ryan

One section/entry: Jon Deville, Jason Watson, Joseph Miller

Resume Example: Multiple Entries for Various Positions Held: Kaitlyn Rothwell, Lia Burton, Jonathan Smith, Mary Ryan

Resume Example: One Section/Entry: Jon Deville, Jason Watson, Joseph Miller

Resume Examples that highlight related experience:

Kaitlyn Rothwell: Active National Guardsman who was a Physical Therapy Assistant and Medical Assistant in the Army (deployed overseas) searching for a job as a Physical Therapy Assistant

Lia Burton: Certified Combat Lifesaver Instructor and Combat Medic/Healthcare Specialist in the Army National Guard applying for a position as an civilian EMT

Mary Ryan: Active National Guardsman, who was a leader in a medical facility (EMT/Paramedic) while deployed overseas applying to Nursing school

## Listing UNRELATED Military Experience

Multiple entries for various positions held: Kaitlyn Rothwell, Lia Burton, Jonathan Smith, Mary Ryan

One section/entry: Jon Deville, Jason Watson, Joseph Miller

Resume Example: Multiple Entries for Various Positions Held: Kaitlyn Rothwell, Lia Burton, Jonathan Smith, Mary Ryan

Resume Example: One Section/Entry: Jon Deville, Jason Watson, Joseph Miller

Resume Examples that highlight related experience:

## Examples of Highlighting Transferrable Skills Gained from Military Positions

### Leadership Skills:

Multiple entries for various positions held: Kaitlyn Rothwell, Lia Burton, Jonathan Smith, Mary Ryan

One section/entry: Jon Deville, Jason Watson, Joseph Miller

Resume Example: Multiple Entries for Various Positions Held: Kaitlyn Rothwell, Lia Burton, Jonathan Smith, Mary Ryan

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Continued on next page!

**Examples of Highlighting Transferrable Skills Gained from Military Positions (continued)**

**Management Skills:**

Supervised a team of 15 personnel in the maintenance of a fleet of 100 vehicles, ensuring all vehicles were in compliance with all applicable regulations and standards. Managed a budget of \$1,000,000.

# **Jon Deville**

7851 Eighth Street, Baldwinsville, NY 13088 (315) 135-5698 [jondeville@gmail.com](mailto:jondeville@gmail.com)

## **Education**

AAS, Electrical Engineering Technology, May 2012  
Onondaga Community College, Syracuse, NY

## **Related Coursework**

Circuits I & II	Calculus I & II
Electronic Circuits I & II	Physics I - Mechanics
Digital Electronics	Public Speaking
Communication Systems I	Chinese I
Ethics in Engineering and Technology	

## **Work Experience**

Gypsum Express Trucking, Baldwinsville NY April 2004 to April 2010  
Local Driver

- Picked up and delivered trailers to ensure they were in the proper location.
- Acted as a spotter at the Owens Illinois plant in Auburn, NY.
- Moved trailers to and from the loading dock area to be unloaded and loaded.
- Verified that each truck had the correct contents and the paperwork was complete.

Trans Am Trucking, Olathe, KS May 2001 to April 2004  
Over the Road Driver

- Worked independently to deliver products to various cities east of the Rocky Mountains.
- Managed time, route and schedule to ensure that loads were picked up and delivered on time.
- Ensured that the equipment was in proper working condition and safe to be operated.
- Kept log books and records of hours of service and distance traveled and submitted to company on a weekly basis.

Advanced Auto Parts, Syracuse, NY February 2000 to May 2001  
Cashier

- Assisted customers with finding parts that were appropriate for their car's make and model; located the parts in store or at other locations, and processed purchases and returns.
- Received shipments of new inventory, unloaded pallets and boxes, moved merchandise to appropriate floor locations and stocked shelves.
- Counted inventory and verified the floor stock against the computer stock totals.

Pizza Hut, Syracuse NY April 1999 to May 2001  
Driver/Pizza Maker

- Ensured that orders were delivered on time and to proper location in all weather conditions.
- Independently resolved customer complaints and problems.

U.S. Marines, Camp Lejeune, NC April 1995 to April 1999  
Rifleman/Mortar Man

- Team Leader of four to five men; responsible for their training and performance.
- Supervised and instructed team members in procedures and skills to ensure compliance with safety guidelines.
- Responsible for cross training team members in all positions needed to run the squad efficiently and effectively.
- Inspected all weapons and other equipment was in proper working order and were cleaned and stored correctly after use.
- Member of team to perform appropriate procedures in a nuclear, biological or chemical environment. Used specialized equipment to detect hazardous materials.
- Cross trained as a radio operator and a forward observer.
- Deployed overseas on several occasions.

## **Computer Skills**

Quartus  
MS Excel 2010, MS Word 2010, PowerPoint 2010

**Jason Watson**

6559 Church Lane, Fayetteville, NY 13066    jasonwatson@msn.com    315-458-9863

**Objective**

~~SEE RESUME~~

**Education**

Associate in Science, Criminal Justice

**Kaitlyn M. Rothwell**

3596 Balloon Court, Syracuse, NY 13215 \* (315) 589-5489 \* kaitlyn.rothwell@yahoo.com

**Education**

**Associate in Applied Science, Physical Therapy Assistant, May 2012**

Onondaga Community College, Syracuse, NY

## **Lia Burton**

359 Carey Lane, Syracuse, NY 13201   lia.m.burton@ymail.com   315-795-8630

### **Objective:**

To secure a position as an EMT-B with WAVES.

### **Education**

AAS, Nursing

Onondaga Community College Syracuse, NY

Expected Graduation Date: Fall 2013, GPA: 3.5

### **Awards**

Presidents List, Onondaga Community College, Fall 2011

Phi Theta Kappa Honor Society, Onondaga Community College, Fall 2009 – Present

### **Certifications**

CPR/AED for the Professional Rescuer and the Health Care Provider, American Red Cross

EMT-B National Certification

EMT-B New York State Reciprocity, Submitted 3/20/3012

### **Related Experience**

Certified Combat Lifesaver Instructor                      November 2008 – Present

New York Army National Guard, Fort Drum, Watertown, NY

Instruct soldiers on basic point of contact care for war time scenarios including: administering IV  
recessitation, providing wound care treatment, stabilization of broken bones, understanding and providing  
airway interventions, use of tourniquets, providing basic airway breathing and circulation interventions, etc.  
Demonstrate basic point of contact care techniques and evaluate individual soldier's performance.  
Provided educational materials and practical hands-on experiences for practice of basic point of contact care  
skills for war time scenarios.

Combat Medic/Health Care Specialist (68W)            August 2004 – Present

Army National Guard, Albany, NY

Provide medical support to military units – one of four people responsible for the medical care of up to 170  
people.

Provide on-site first line care for various le





# Mary J. Ryan

20 Maple Drive, Detroit, MI 33333 • Phone: 315-555-6543 • mary.j.ryan@domain.com

## HEALTH CARE EXPERIENCE

### **Triage Section NCOIC:** 728<sup>th</sup> Forward Surgical Team, Coram, NY, 7/2007 – Present

Supervise 3 person team in set-up, maintenance and breakdown of 2 bed mobile Emergency Room; triage incoming patients, initiate patient records, preoperative patient preparation; implement physician orders and treat non-emergent patients

Lead section to 100% pass rate in ACLS and 75% pass rate on ATLS exam

Facilitate training, food, housing and professional development for 14 enlisted soldiers

### **Emergency Care NCO:** 4077<sup>th</sup> Combat Support Hospital, Hollywood, CA, 2/2004 – 7/2007

Setup and broke down 244 bed mobile hospital, established tailgate medicine capabilities within 15 minutes of arrival

Section Supply NCO: maintained medical supply inventory for 8 bed emergency department

Deployed to Landstuhl Regional Medical Center (LRMC), Germany, in support of the Global War on Terror

### **Clinic NCO:** Internal Medicine/Oncology Clinic, LRMC, 3/2006 – 12/2006

Assisted 8 physicians with in-office procedures and exams

Collected patient history and vital signs

Performed electrocardiograms

Revised and improved New Staff Orientation program

Lead three person staff in 200% increase in positive customer service responses

### **Mission Team Leader:** Deployed Warrior Medical Management Center (DWMMC), LRMC, 2/2005 – 2/2006

Led four person team in preparation for and reception of over 4500 arriving wounded and ill from Operations Iraqi and Enduring Freedom

Conducted daily ambulatory patient orientation briefings

Streamlined patient intake procedures to assure complete capture of patient demographics

Resolved problems and updated patient condition within confidentiality guidelines for commanders down range and

Joseph T. Miller

098-42-5631

358 09/12/2003

15-692-4598

09/12/2003

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09/12/2003

Department of Veterans Affairs

8/2007 - Present

09/12/2003

09/12/2003

Senior Veteran Peer Counselor

09/12/2003

09/12/2003

09/12/2003

09/12/2003

09/12/2003



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**Brian K. Smith**

345387 Hillcrest Avenue  
Grand Rapids, MI 29485  
Home (315) 369-5425  
Cell (315) 318-4299  
bks@hotmail.com

**EDUCATION****Associate in Applied Science, Electrical Engineering Technology**

Onondaga Community College, Syracuse, NY

Anticipated Graduation Date: May 2009

**HIGHLIGHTS OF QUALIFICATIONS**

Served 4 years in the U.S. Military with 3 years experience in aircraft maintenance and repair.

Skilled in managing, delegating and equipment repair.

Proficient with MS Word and MS Excel. Experienced with Novell Networks.

Security Clearance: DoD Secret (S) - February 2005

Awarded the Air Force Achievement Award for streamlining the ground equipment maintenance schedule.

**WORK HISTORY****Manager, Aircraft Maintenance**

2003 - 2005 *U.S. Air Force, Andrews AFB, MD*

Evaluated the performance of 22 maintenance technicians on a daily basis.

Managed the maintenance of hundreds of equipment assets including aircraft hydraulic components and landing gear valued at over \$2M.

Saved 120 man-hours per month on Aircraft Maintenance procedures by streamlining key steps (a 35% increase in efficiency).

**Adam Patrick Jones**

7315 West Oyster Street, Brewerton, NY 13503

Home: (315) 656-3212 • Cell: (315) 228-6654 • Email: adampjones@gmail.com

**EDUCATION**

**Associate in Science, Business Administration**                      **May 2012**

Onondaga Community College, Syracuse, New York

GPA 3.46

**HIGHLIGHTS OF QUALIFICATIONS**

- Served 8 years in the U.S. Military with 7 years experience in office administration.
- Supervisory experience including 5 years of supervising a group of 10 staff members.
- Skilled in purchasing, inventory management, budgeting, bookkeeping, customer service
- Proficient with Microsoft Word and Microsoft Excel, and Microsoft Access.







# **Patrick Henry**

*516 Blue Street, Syracuse, New York 13205, (315) 222-1526, phenry@yahoo.com*

## **OBJECTIVE**

To obtain a position as a Police Officer in the New York City Police Department.

## **EDUCATION**

**Associate in Applied Science, Criminal Justice**  
Onondaga Community College, Syracuse, NY

**December 2008**  
GPA 3.4

## **HIGHLIGHTS OF QUALIFICATIONS**

- Served 10 years in the U.S. Military with 8 years experience in law enforcement.
- Skilled in analyzing, coaching and supervising.
- Firearms experience; M9 9mm pistol, M4 Carbine, 12 gauge shotgun and the M203 grenade launcher.
- Security Clearance: DoD Top Secret SSBI (TS/SSBI) - July 2000
- Languages: English and Spanish.
- Awarded the Commendation Medal for excellent military police work.

## **ACCOMPLISHMENTS**

### **Leadership**

- Successfully lead the 4 person Drug Operations Infiltration team to curtail the import of illegal drugs - employed specialized police training techniques.
- Motivated staff to attain high levels of weapons proficiency.
- Managed over 15 personnel whose duties included maintaining law and order and conducting surveillance operations in a community of 40,000.
- Supervised 8 personnel whose duties included maintaining law and order and enforcing curfews.

### **Administration**

- Saved 200 man hours per month on the Crime Solving process by developing new methods.
- Performed document handling and distributed operational reports for the Military Police Company Section Leader.

### **Training**

- Employed specialized policing tactics to identify and eradicate illegal drugs in foreign countries.
- Delivered highly effective tactical training daily over a period of 1 year as a CTI.
- Trained 8 military personnel in weapons proficiency.

### **Teamwork**

- Provided exceptional law enforcement as a member of the 82nd Airborne Division's Military Police company.
- Infiltrated drug operations to curtail illegal drug imports as a member of the Clandestine Counter-Drug Operations team.
- Employed specialized police tactics to identify and eradicate illegal drugs in foreign countries.
- Minimized confrontations when handling criminal infractions.

## **WORK HISTORY**

### **Counter-Drug Specialist**

2002 - Present *U.S. Army, 109th Military Intelligence Company, Texas*

## **Ronald Whitten**

326 Shallow Pond Lane, Cicero, NY, 13029, 315-648-9780, ronaldwhitten@gmail.com

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### **Education**

01/2009 – Present

Onondaga Community College, Syracuse, NY

Currently pursuing an Associates Degree in Liberal Arts & Sciences: Mathematics & Science

08/2008 – 12/2008

Northern Virginia Community College, Woodbridge, VA

Completed 13 credits in Liberal Arts Courses

Transferred to Onondaga Community College

### **Work History**

*Mail Clerk*

09/2008 – 12/2008

Select Staffing (Placed at Quad Direct), Woodbridge, VA

- Monitored, sorted, packaged, and organized mailing items for delivery

*Sales Representative*

04/2007 – 09/2008

ADT, Fredericksburg, VA

- Provided customer service and the opportunity to become a customer of home security

*Mail Clerk*

10/2005– 04/2007

FedEx, Richmond, VA

- Loaded, unloaded, monitored, sorted, organized, and distributed, bulk and non-bulk mail items

### **Military Experience**

U.S Army National Guard

*Infantry/ Mortar*

02/2005 – Present

*Deployed to Kuwait*

05/2007 – 05/2008

- Instruct, supervise, and train new recruits; provide security; inspect and maintain military equipment
- Completed the following specialized training: Combat Lifesaver Course, Tactical Combat Casualty Care (TC3) Guidelines
- Received the following military awards: Armed Forces Reserve Medal (April 2008), Global War On Terrorism Service Medal (April 2008), Global War On Terrorism Expeditionary Medal (April 2008), The Army Achievement Medal (May 2008)
- Received the following military certifications: Certificate of Achievement - Outstanding Physical Fitness, Certificate of Appreciation - Supporting SDDCP Port Operations

### **Computer Skills**

Microsoft Word, internet, email, Typing 60 WPM

**Michael C. Charles**

*456 Craig Lane, Fayetteville, New York 13066 • mcc@yahoo.com • 315-623-8594*

**PROFESSIONAL EXPERIENCE**