

# RESUME EXAMPLE 1:

## NAME

Address

Phone number

Email Address

LinkedIn Account if you have one

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## TECHNICAL SKILLS

If you are applying for a very technically oriented job, list all proficiencies or systems you are familiar with. These can be operating systems, programs, hardware, software, networks, systems, or other technological proficiencies.

## PROFESSIONAL EXPERIENCE

**EMPLOYER – City, ST**

**2020 – Present**

**Job Title**

Job Description.

- Give 3-4 bullet points highlighting your work experiences. Back up any statements made by using quantifiable evidence to support those statements.
- If you are unsure of what you did, use the **STAR** method: What was a **S**ituation you were in? What was the **T**ask you were assigned? What **A**ction did you take? What was the **R**esult?
- Use quantifiable evidence in supporting your arguments; this can be number of employees managed, number of items in an inventory, values of equipment, values of machinery, values of an inventory, number of customers received or processed in a day, etc.

**UNITED STATES ARMY – Various Locations**

**2015 – 2019**

**Plans & Operations Officer**

Job Description.

- Developed and maintained computer database program containing over 40,000 employee files to facilitate personnel record-keeping and to increase U.S. Military awards document production by 60%
- Planned, coordinated and managed an annual budget of over \$50M supporting operations and maintenance of over 290 systems positioned globally, utilizing and implementing industry best practices, specifically the efficient application of policies at the enterprise level in order to reduce total ownership cost
- Analyzed violations of organizational code of conduct and administered disciplinary actions in accordance with published corporate guidelines and investigated financial loss claims and equal opportunity grievances

## EDUCATION / CERTIFICATIONS

**School** *(If you graduated from a program, you can consider moving Education to the top of the page)*

Degree – Year

Relevant Coursework:

Certifications - Year

## AWARDS

List all professional awards

Military Awards