

WARRANT OFFICER RESUME

(This form will be used in place of the resume.)

PRIVACY ACT STATEMENT

AUTHORITY: Collection of this information is authorized by Title 10, USC, Sections 503, 505, 508, 3013, and 12102 and Executive Order 9397.
PRINCIPAL PURPOSE: Information collected will be used by selection board members to determine qualifications of warrant officer candidates.
ROUTINE USES: Blanket routine use disclosures as described in AR 340-21, The Army Privacy Program, paragraph 3-2.
DISCLOSURE: Voluntary; however, failure to provide the information may delay or terminate the warrant officer candidate's application process.

SECTION I - ADMINISTRATIVE DATA

1. NAME (Last, first, middle initial): SAMPLE, Joe E.	2. SSN: 111-22-3344	3. RANK/GRADE: SGT	4. PMOS: 42A2P
5. UNIT, ORGANIZATION, STATION, ZIP CODE OR APO, MAJOR COMMAND: C DET 1-4 INF BATTALION, FT ATTERBURY, KY 40121 (CENTCOM)		6. E-MAIL ADDRESS: Joe.e.sample@us.army.mil	

SECTION II - CIVILIAN EDUCATION

(Include the highest degree level obtained. Include your GPA, Dean's List, and any other special recognition.)

(This section should match Block 21 of the DA Form 61)

BA Degree - Liberty University, (intended graduation May 2012), 108 credits completed, 3.2 GPA
 AA Degree - University of Phoenix, 1999 GPA 3.5, Dean's List

SECTION III - OBJECTIVE

(List all of the warrant officer MOSs to include 4-digit code and official title you are applying for in order of preference.)

- 153A - Rotary Wing Aviator
- 420A - Human Resources Technician
-

SECTION IV - MILITARY EXPERIENCE

(List in order from most recent to earliest duty assignment or position. Be sure to mention any accomplishments, special recognition, or achievements that will illustrate to the board your potential for leadership as a warrant officer.)

1.	DATES (YY/MM): <u>July 07</u> to <u>Present</u>	ORGANIZATION: 95th Special Troops Battalion, Ft Carson, CO
POSITION TITLE: TITLE should match ERB or evaluation reports DUTIES (list below to include significant contributions): Accomplishment should appear in chronological order, by date, starting with the most current assignment. List ALL military assignments; especially those in an NCO position. Focus on quantifiable measurements of success that set you apart by the unique characteristics of each assigned position. Write in clear, concise yet complete sentences - not in fragments or bullets.		
2.	DATES (YY/MM): <u>June 05</u> to <u>June 07</u>	ORGANIZATION: HHC, III d ACA, Ft Hood, TX
POSITION TITLE: PROMOTION SECTION NCOIC DUTIES (list below to include significant contributions): List outstanding achievements and additional duties while in position. Spell out terms that apply to your assignment especially buzzwords in you MOS, e.g. Prescribed Load List (PLL). Avoid the use of jargon, slang, and other types of informal terms.		
3.	DATES (YY/MM): <u>Sep 03</u> to <u>May 05</u>	ORGANIZATION: A Det, 82d PSB, Ft Bragg NC
POSITION TITLE: ENLISTED RECORDS NCO DUTIES (list below to include significant contributions): Focus on measurements of success. NOT just a job description, but how well you performed the job. Use NCOER/evaluation bullets as a "reference only", not as the actual written entry for the resume. Mention if you exceeded standards on a significant inspection/evaluation or leadership school. List deployments or make a separate assignment entry if deployment for several months.		
4.	DATES (YY/MM): <u>Sep 02</u> to <u>Aug 03</u>	ORGANIZATION: C Det 516th PSC, Korea
POSITION TITLE: REASSIGNMENTS CLERK DUTIES (list below to include significant contributions): List service, impact or achievement awards received during each assignment tenure. Significant contributions in major field training exercises e.g ULCHI FOCUS LENS, JROTC, NTC may be listed. List career enhancement events such as Soldier/NCO of the month/qtr boards as well as Audie Murphy and similar enlisted club inductions.		
5.	DATES (YY/MM): _____ to _____	ORGANIZATION: _____
POSITION TITLE: _____ DUTIES (list below to include significant contributions): _____		

SECTION IV - MILITARY EXPERIENCE (continued)

(List in order from most recent to earliest duty assignment or position. Be sure to mention any accomplishments, special recognition, or achievements that will illustrate to the board your potential for leadership as a warrant officer.)

6.	DATES (YY/MM): _____ to _____	ORGANIZATION:
	POSITION TITLE: _____ DUTIES (list below to include significant contributions): Use this side as a continuation from page 1. Be sure to summarize assignments as not to exceed the last 11 duty positions on record. Again, focus on measurements of success NOT just a job description.	
7.	DATES (YY/MM): _____ to _____	ORGANIZATION:
	POSITION TITLE: _____ DUTIES (list below to include significant contributions):	
8.	DATES (YY/MM): _____ to _____	ORGANIZATION:
	POSITION TITLE: _____ DUTIES (list below to include significant contributions):	
9.	DATES (YY/MM): _____ to _____	ORGANIZATION:
	POSITION TITLE: _____ DUTIES (list below to include significant contributions):	
10.	DATES (YY/MM): _____ to _____	ORGANIZATION:
	POSITION TITLE: _____ DUTIES (list below to include significant contributions):	
11.	DATES (YY/MM): _____ to _____	ORGANIZATION:
	POSITION TITLE: _____ DUTIES (list below to include significant contributions):	

SECTION V - CIVILIAN EXPERIENCE

(List in order any civilian experience that specifically relates to the warrant officer position for which you are applying. Be sure to mention any accomplishments, special recognition, or achievements that will illustrate to the board your potential for leadership as a warrant officer.)

1.	DATES (YY/MM): <u>Jan 98</u> to <u>May 00</u>	ORGANIZATION: Kelly Temporary Services, Grand Rapids MI
	POSITION TITLE: ADMINISTRATIVE ASSISTANT DUTIES (list below to include significant contributions): List civilian employment experience that uniquely qualifies you for the warrant officer specialty which you are applying. Do not list civilian employment/experience if it is not germane to the warrant officer specialty you are applying for.	
2.	DATES (YY/MM): _____ to _____	ORGANIZATION:
	POSITION TITLE: _____ DUTIES (list below to include significant contributions):	

SECTION VI - MILITARY EDUCATION *(continued)*

(List up to 21 military courses and give a brief description focusing on the main learning objective.)

19.	DATES (YY/MM): <u>0501</u> to <u>0504</u>	COURSE: BNCOC, 75H Phase I & II, Ft Jackson, SC DESCRIPTION: The resume is very important. It shows your ability to communicate in written form. Write at the 12th grade level and use a thesaurus to help with vocabulary. Use spell and grammar checks because errors will disadvantage an application and reflect poorly on the applicant's effort to communicate.
20.	DATES (YY/MM): <u>0209</u> to <u>0210</u>	COURSE: Warrior Leader Course (WLC) Ft Knox, KY DESCRIPTION: List GPA, accomplishments and the most important aspects you learned from training/military education. You may separate the various phases of BNCOC. Be sure to list your class standing, GPA, APFT score and any other outstanding measure of success you achieved while in school. Special skill courses such as airborne, air assault, pathfinder and the like are NOT necessary to list here; they should appear on your enlisted records brief (ERB). If not, then update your record to reflect accordingly. Correspondence course completions, not subcourses may be listed here to show your technical acumen. It is advisable however, to only list course completions germane to the warrant specialty you desire to serve in.
21.	DATES (YY/MM): <u>9801</u> to <u>0903</u>	COURSE: 75H Advanced Individual Training (AIT) Ft Jackson, SC DESCRIPTION: Make all entries reader-friendly and avoid overuse of acronyms. Board members may be unfamiliar with your PMOS so use easily understood terms. Keep all descriptions short, concise, and to the point while focusing on the main learning objective of the course. Good luck!

SECTION VII - SUMMARY

Write a paragraph or two explaining why you are fully qualified to perform the duties of a warrant officer in your skill. This is a very important part of the resume. Make this a call to action, but do so without turning off the reader. Include all of your significant accomplishments/achievements (below-the-zone promotions, impact awards, noteworthy distinctions, deployments, challenging assignments, unique skills in MOS, standards exceeded on a significant inspection/evaluation, etc). mentioned earlier and explain how you are exceptionally qualified and have the leadership, management and technical skills needed to become a WO Answer this question: What have you done or accomplished that sets you apart from your peers? (Additionally, aviator applicants should include why they want to be an Aviator.)

RESUMES WILL NOT BE PROCESSED WITHOUT THE APPLICANT'S SIGNATURE & DATE.

Other notes:

No other resume formats are acceptable beyond USAREC Form 1935. Therefore, do not go through a big expense by having external parties professionally prepare your resume. Simply follow the aforementioned guidelines and prepare the form yourself. If you are non-Army, the resume takes on increased importance in conveying your qualifications to become an Army Warrant Officer. PureEdge Form package may be utilized by visiting any Army Recruiting Station; USAREC forms may be obtain at <http://www.usarec.army.mil/im/formpub/Forms.htm>.

SECTION VIII - SIGNATURE

1. NAME (<i>Last, first, middle initial</i>): SAMPLE, Joe E.	2. RANK: SGT/E-5	3. SIGNATURE:	4. DATE (YYYYMMDD):
---	---------------------	---------------	---------------------