



**Sample Resume Format**  
(Use Word format, and please do NOT use tables, headers or footers)

**Name**

Street Address

City, State, Zip Code

(Area Code) Home Phone Number      (Area Code) Work/Cell Phone Number

(If stationed outside the continental U.S. include phone/address where you can be reached during interviewing process)

email addresses

(it is wise to have one email address, not two, to be the focal point for your job search )

**EDUCATION:**

BS/BA Major, University, Year, \*GPA  
City, State

MS/MA Emphasis, University, Year, \*GPA  
City, State

\*List GPA only if it is a 3.0/4.0 scale or higher.

Activities while in college: Include any community or civic activities as well as the number of hours of part-time work you did in college. Sports, clubs, anything competitive or service oriented. Put this information in bullet form.

**EXPERIENCE:**            Executive Officer, Armor, US Army

Executive Officer

Military Base, State

Inclusive dates (can be on either margin)

Listing the most recent position first, give date and title of position held. Then, using 2-5 typed lines, cover information regarding **specific** responsibilities, supervisory duties-number and type of people supervised, amount and **specific** type of equipment used and/or responsible for. Then list **significant achievements** while in that position. The achievements must be comparative and competitive in nature. Have at least two per position. There should be no time gaps on your resume from the date of graduation from college. Use strong action verbs to begin each bullet achievement. Keep the entire resume to one page.

Achievement Examples:

- Completed major movement project on-time despite a 50% reduction in personnel.
- Awarded Division's "Iron Mike Leadership Award".
- Ranked as the top Lieutenant in the Wardroom.
- Increased operational readiness rate from 82% to 93%.
- Recognized for having the "Top Gun Platoon," #1 of 15 units.
- Awarded Commodore's List with Distinction for top flight grades at Navy Flight School.

Also list all civilian work-dates worked, positions held, duties involved and company worked for (if applicable). Give short job description (1 or 2 lines is enough). College co-op experience should be included as well.

**Additional Information:** Language skills, computer programs, clubs, athletic hobbies, interests, sports and other pertinent information.

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**John M. Doe**

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Home Email: [JohnDoe@aol.com](mailto:JohnDoe@aol.com) Work Email: [JohnDoe@stewart.army.mil](mailto:JohnDoe@stewart.army.mil)

**EDUCATION:**

BS. Mechanical Engineering. United States Military Academy, 1995, GPA: 3.5

- Captain, Football Team; Captain, Cross Country Team
- EIT (PE exam in April)

**EXPERIENCE: Captain, Armor, US Army**

**Company Commander**

**FT Stewart, GA**

**August 1999 - Present**

Directly supervise 250 personnel. In command of a 250 soldier Tank Company with responsibility for rapidly responding to conflicts in the Middle East. Responsible for \$98 million worth of equipment and the morale, welfare, and training of all personnel.

- Raised the company training readiness by 30% through innovative cross training and contests, despite 35% cut in personnel.
- Achieved the highest average unit physical training scores out of 15 other units in the Brigade.
- Rated the unit with the best maintenance program in the entire Army by beating 20 other units for the Army Award for Maintenance Excellence.

**Company Maintenance and Logistics Officer**

**FT Stewart, GA**

**January 1998 – July 1999**

Directly supervised 2 personnel. Maintenance and logistics officer of an Armor Battalion Headquarters and Headquarters Company. Second in command of 300 soldiers, 155 vehicles and property valued in excess of \$43,000,000 million.

- Brought the equipment operational readiness rate up from 89% to 94% within one month of taking over and sustained it through two 30 day field exercises.
- Took one week instead of one month to plan a six week long property inventory for the leadership.

**Battalion Liaison Officer**

**South Korea**

**August 1997 - December 1997**

Directly supervised 1 person. Liaison Officer for a forward deployed M1A1 Tank Battalion in South Korea. Coordinated with the Korean Army on matters concerning relations and gunnery schedules.

- Obtained the Korean Army's full cooperation in qualifying 32 tanks in 5 days, which beat the normal standard of 28 tanks in 7 days.
- Received the second highest peacetime award for distinguished service during a training exercise to prepare armor forces for deployment to Bosnia.

**Company Maintenance and Logistics Officer**

**Bosnia, Hercegovina**

**September 1996 - July 1996**

Directly supervised 10 personnel. Second in command of 62 soldiers, 18 vehicles and MTOE equipment valued at over \$41,000,000. Performed the duties of Maintenance and Supply Officer, developing the company into a tight, responsible team.

- Reduced part delivery time from 62 to 30 days from the U.S. to Bosnia by re-designing the semi-annual maintenance plan, with the standard being 45 days.
- Directed the efforts (water purification, generation of power, housing structures and meals) of the civilian company Brown and Root in setting up a lodgment area to support 500 soldiers and 80 combat vehicles within Bosnia.

**Tank Platoon Leader**

**Bosnia, Hercegovina**

**November 1995 - August 1996**

Directly supervised 35 personnel. Platoon leader of a European based M1A1 Tank Platoon forward deployed to peacekeeping operations in Bosnia-Herzegovina. Responsible for enforcing the Dayton Peace Accord. Accountable for equipment valued at \$14,000,000.

- Saved the unit \$25,000 by implementing a new maintenance system that was adopted by the higher headquarters.
- Achieved an equipment operational readiness rate of 96%, 6 % above the standard, for 7 months.
- Achieved a 100% reenlistment/retention rate, 15% above the Battalion, Brigade and Army average.
- Chosen as the best platoon out of 12 to represent the Brigade during visits from dignitaries.

**ADDITIONAL INFORMATION:**

- Fluent in German; Certified diver; Program in C++, Visual Basic, ADA; Mountain Biker.

