

MILITARY TO CIVILIAN RESUME SAMPLE

John Doe

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Have a professional email address

Clearly define the type of civilian career path you are seeking and specify skills

OBJECTIVE:

Seeking a management position that utilizes leadership experience developed in the military, excellent interpersonal relations, and superior project coordination skills.

EDUCATION:

Jefferson Community and Technical College

Associate of Applied Science

- **Major, Business Administration**

Omit high school

Louisville, KY

Graduation Date: 2009

SUMMARY OF QUALIFICATIONS:

- Over three years proven leadership skills and supervisory experience; adept at overseeing day-to-day operations of staff and motivating employees.
- A proficient trainer able to quickly assist others in learning to complete tasks.
- Skilled at strategic planning, decision making, and project development in a high-pressure environment.
- Adept at resource allocation and optimization.
- Demonstrated initiative and a superior work ethic through military promotions.
- Resourceful problem solver capable of implementing solutions to complex problems.
- Adept at communicating with individuals on all levels, including senior leadership.
- Proficient in using Microsoft Word, Excel, and PowerPoint.

Highlight transferrable skills from your military experience tailored to job descriptions

EXPERIENCE:

United States Army

Senior Sergeant (Honorably Discharged)

United States and Iraq Bases

June 2010 to March 2012

- Supervised squad of 20-25 personnel, which included training, ensuring that tasks were effectively and efficiently completed, and providing mentoring and guidance.
- Ensured staff members were safely and effectively operating over 2 million dollars worth of equipment.
- Developed monthly financial forecasts in Excel for multi-million dollar equipment and machinery needed to complete tasks.
- Prepared weekly schedule for unit trainings and communicated plans with supervisors.
- Communicated with unit commander regarding needed unit trainings, budgetary issues, and inventory control results.

Do not use language unclear to a civilian employer

Include specific numbers when possible

United States Army

Unit Supply Specialist

United States and Iraq Bases

June 2009 to June 2010

- Demonstrated a superior attention-to-detail when inspecting supplies and equipment.
- Utilized army specific database to perform inventory control on a weekly basis.
- Developed reports documenting supplies and equipment needing maintenance.

Use action verbs

Include related awards and involvement

AWARDS:

- Recipient of U.S. Army Achievement Medal for exceptional leadership, 2011
- Awarded U.S. Army Overseas Ribbon for extended overseas duty, 2011