



CONDITIONS SET

Resume Guidelines

Creating a resume - a clear and accurate narrative of your training, experience, and abilities - is a critical component of every professional career. A well-polished resume becomes a powerful selling tool, communicating your positive impact to interviewers and demonstrating your value to employers. Accordingly, your resume is an integral part of your portfolio, and may often be the first impression you project to employers. Please read this document carefully, as it will guide you through the process of building an impressive resume.

Please email the first draft of your resume to us as soon as it is completed. Upon receiving your initial draft, the Conditions Set Team begins a discovery process, where we aim to better understand your accomplishments, as well as your future goals. We then review your resume in an in-depth manner, honing it into an accurate representation of your achievements, and highlighting your skills for maximum impact.

Our team will work hard to help you build a strong resume. Close communication is extremely important throughout the process. Please ensure the e-mail address we have on file for you is one you check regularly. We sincerely appreciate your help, patience, and commitment as we work together to create a great product for you.

Regards,

The Conditions Set Team

FORMATTING YOUR RESUME:

The initial draft of your resume should be at least 1 1/2 pages in length, but no more than 2 pages. We will eventually reduce your resume to one page. It usually takes 1 1/2 pages initially to produce a quality 1-page final product that will immediately make an impact with employers. Please follow the directions below.

1. **Template:** Please use the attached MS Word template to ensure your resume is formatted correctly and to expedite the review process. Please do not reformat the template. We will fix any issues in subsequent drafts. An example resume is included below.
2. **Spacing:** Single space your resume.
3. **Font:** We recommend using no smaller than 10-point Times New Roman.

NAME, ADDRESS, AND PHONE NUMBER: Please see example below.

1. **Street Address:** Type the street address where you can be reached immediately following an interview. **Please use a physical address, not a P.O. Box**, so you are able to receive items delivered by overnight courier services (i.e., offer letters).
2. **Zip:** Please include a nine-digit zip, which can be found at www.usps.com.
3. **E-mail Address:** This is the address companies will use to contact you, send travel logistics, information, offer letters, etc., throughout your career search. It is imperative that you pick an e-mail address that is accessible from anywhere while traveling for follow-up interviews, presents a professional appearance, and is easy for a company recruiter to retype.
4. **Phone Number:** Please use a phone number where you can be reached throughout your ENTIRE career search. We suggest a cell phone so you can be reached easily while traveling.

Example: **JOHN A. SMITH**

1234 Main Street • Surf City, NC, 28445-9410 • (123) 456-7890 • john.a.smith@gmail.com

PROFESSIONAL EXPERIENCE:

This is the most important part of your resume. Employers will determine if you have the skills and accomplishments necessary to qualify for the positions they have open based on your military experience. Focus on making this portion of your resume indicative of your capabilities and accomplishments.

1. **Accuracy:** Please aim to have the job progression and dates on your resume closely match your military evaluations. Accuracy is very important to employers.
2. **Branch of Service**
3. **Time Blocks/Duty Titles:** Your resume will be “time block driven” and duty titles may be combined.
 - a. **Sequence:** Start with your present job and work backwards.
 - b. **Duty Title:** Include your job title as indicated on your evaluations. For example: **Team Leader**. We may slightly adjust your job titles as the resume process develops to relate to additional positions in business or clarify for civilian employers.
 - c. **Dates:** Enter the dates of your jobs by month and year (e.g., **June 2012 – August 2012**) as they are shown on your evaluations. Ensure there are no time gaps.
4. **Accomplishment Bullets:**

- a. **Think Track Record:** This is where you take “inventory” of your military experience and put together the “list” of your strongest accomplishments that you will most likely be talking about in interviews. Start by thinking through the things you are most proud of, things that took the most leadership, or times that you improved a process, etc., to produce a better result or make a significant impact. Your resume is proof of your track record of going “above and beyond.” **The first half of a bullet should explain what you accomplished; the second half should show the impact and/or result.** See the sample resume below for examples; i.e., “Led team doing abc; improved xyz by 20%.”
- b. **MAKE THE CONNECTION - Think through career fields for which you will likely be interviewing and how your bullets relate:** The “Bottom Line” and perhaps most important thing to bring out in all of your accomplishment bullets whenever possible is leadership.
 - **Supply Chain-Related Accomplishments** relate to supplier contract negotiation/management, inventory control, warehouse planning, coordinating packing and shipping to expedite delivery, forecasting and resourcing requirements, and delivering supply support.
 - **Project Management-Related Accomplishments** may show directly or cross-functionally leading a team or effort for a project that produced a significant result or impact.
 - **Logistics-Related Accomplishments** might involve planning and leading movement of troops, equipment, etc., over significant distances or resourcing major operations or training.
 - **Operations-Related Accomplishments** bring out your team leadership in improving operations.
 - **Maintenance-Related Accomplishments** can include leading your team to improve a maintenance process that increases equipment readiness or availability.
 - **Quantitative/Analytical-Related Accomplishments** could include analyzing large amounts of data, coming to a conclusion, and leading your team to produce a desired result or making a significant impact on operations.
 - **Sales-Related Accomplishments** are where you convinced your boss/peers with great effort to take a different course of action, especially when you had no direct authority (up leadership). Even if you don’t directly spell out how you persuaded someone in a bullet, be prepared to verbalize this in your interview answers.
- c. **Sequence:** List your most significant accomplishment for each job first.
- d. **How many should you list per job/time block?** Try to list 3-4 leadership accomplishments (not tasks) per time block (minimum of 2 bullets per time block). List everything you can think of that could be a quantifiable or “qualifiable” operational or leadership accomplishment.
- e. **Use your evaluations/awards as a reminder:** Review your evaluations to remind you of accomplishments, quantifiable results, and your successes.
- f. **Awards:** Bronze Star, Air Medals, and any other major awards are most impactful if included as part of a leadership/accomplishment bullet; i.e., “Led 20-person team conducting combat operations in Iraq; significantly increased security in area; awarded Bronze Star Medal.”

- g. **Think leadership and process orientation versus task orientation:** A great accomplishment is about **leading a team** to accomplish an important project or creating change rather than simply accomplishing a task. For example, achieving a 90% readiness rate is a task. However, leading a team to implement a new maintenance program that will sustain increased readiness or that improved readiness by 20% is an accomplishment. Passing an inspection is a task. However, creating new training programs or operating procedures that allow a unit to pass an inspection is an accomplishment. Not all military officers think this way, but Corporate America loves the ones who do. Making changes to a process is a permanent change, and it is much harder to do. If you do it right (create and document new operating procedures, etc.), the accomplishment will live on after you are gone. In essence, you are improving the military by looking at processes instead of simply accomplishing tasks and leaving it to your successors to figure out how to do it again.
- i. **Quantify:** Make sure your bullets show results/impact and are quantifiable whenever possible:

EXAMPLE:

- Led development and implementation of new maintenance program; improved overall operational readiness for \$20 million of equipment to 96%, 6% above Army objective.

vs.

- Due to effective leadership, achieved a higher operational readiness rate.

The first bullet is quantifiable, while the second bullet is a personal opinion. Make sure your accomplishments are specific and objective instead of general and subjective.

- j. **Add SCOPE whenever possible:** While a civilian employer may not understand exactly what you accomplished, adding scope will help them understand the overall importance/significance of what you did. For example, the number of people you led, the size of the unit you were supporting, the dollar value of the equipment or budget you operated/accounted for, etc.
- k. **If you can't Quantify, then Qualify:** If you cannot quantify an accomplishment, qualify the accomplishment in a way that demonstrates impact of the achievement; i.e., "Partnered with Iraqi contractors for \$2 million infrastructure improvement project; significantly improved stability for over 15,000 civilians in area of operations."
- l. **"Stratification" Comments:** You also want to include stratification/significant comments made by your superior officers if they are on your military evaluations or in writing elsewhere (award write-ups, etc.); i.e., "Rated by commander as 'Best' fire team leader out of 9 in platoon."
- m. **Schooling/Training:** To accurately account for time on your resume, please include all training, coursework, and schooling as a bullet. It should be the last bullet under the position that follows the training and listed as it appears on your official

military evaluations. If you graduated with honors or achieved something else during your training, type that in parentheses as you did for your activities section; i.e., "Attended 2 month Corporals Course (Honor Graduate)."

- n. **Military Jargon/Abbreviations:** Explain, describe, and spell things out as necessary to ensure that anyone who picks up your resume will quickly and readily understand your accomplishments.
- o. **Special Experience:** Make sure you integrate the following into your job title and/or accomplishments as they are often of special interest to companies:

Lean/Six Sigma (AFSO 21)	logistics	planning	to	transport
supplies/personnel				
project/program management		forecasting	resources	or
requirements				
total quality	building	relationships		with
suppliers/vendors				
risk management		negotiating,	managing	or administering
contracts				
employee/curriculum development		inventory control	or management	
planning supply and equipment	support		managing	distribution of
supplies/equipment				
acquisitions, negotiation		analyzing/developing	supply	or equipment
needs				
integrated product teams		expediting	delivery	of supplies and
equipment				
engineering design		creating/implementing		process
improvement				
project engineering		persuading others to bring about change		
statistical process control		quality assurance and quality improvement		

CIVILIAN EMPLOYMENT:

This section is for jobs held outside of the military that will enhance your marketability or account for time you worked after graduating high school/college before entering the military (will not be included on all resumes). Include internships or co-op programs and any other civilian position that could be of value to Corporate America (i.e., anything related to finance, accounting, engineering, sales, project management, etc.) Include significant accomplishments in the same manner as your military accomplishments. Depending on your experience, you may not have an significant accomplishment bullets to list.

Example:

CIVILIAN EMPLOYMENT

Computer Sales Representative, CompuTech Corporation, May 1999 – June 2000

- Led 5-person team selling computer hardware and software.

- Provided initial demonstration of computer functions and accessories and technical assistance after purchase.
- Achieved highest sales among 120 associates.

EDUCATION:

1. **High School Education** (only if an undergraduate wasn't attended):

- a. Enter name and location

2. **Undergraduate Education:**

- a. **Location of University:** If you participated in a satellite program at a base or in an online program, use the university headquarters.
- b. **Degree:** Enter the actual baccalaureate degree you were awarded (e.g., BS, BA, BBA). **Please use the exact degree wording on your transcript.** Companies may compare your resume and transcript as part of a background check in the follow-up interview process.
- c. Include your major if you have already declared one.

Partial Degree Completion: If you have completed at least 50% of your undergraduate degree, type the percentage you will have completed by your availability date (e.g., BA Human Resources (75% Complete)) or provide projected month/year of graduation.

ADDITIONAL SKILLS AND INTERESTS:

As part of their "total person" evaluation, employers are interested in your track record of leadership, extracurricular experiences, and any technical proficiencies that would apply to the position you are marketing yourself towards.

1. **Academic achievements:** Start with academics such as National Honor Society or Salutatorian (#2 of 120). Include all awards, honors and activities.
2. **Leadership activities:** Include any JROTC, clubs, activities, or sports and leadership positions, accomplishments, and awards; i.e., Varsity Football (Captain, First Team All-District).
3. **Other activities:** Include any business or career related activities, community service, etc.
4. For social fraternities and sororities: "National Social Fraternity/Sorority."
5. For Intramural Sports: "Intramurals (Basketball [Coach])."
6. Include study abroad and applicable internships.
7. Include any **technical proficiencies** such as Microsoft Word, Excel, PowerPoint, Outlook, etc.
8. Include any currently held **clearance level:** TS/SCI cleared (Top Secret / Sensitive Compartmented Information)

SENDING YOUR RESUME:

Attach your resume to an e-mail and send it to **your designated Conditions Set point of contact's email address**. Again, please use the attached template and format. If you have any problems sending your resume or to confirm receipt, please send an email to contact@conditionsset.org.

CHECKLIST:

___ Spell check and proofread your resume before sending. Please do not rely solely on the spell check function on your computer.

___ Check all your dates, making sure there are no time gaps or overlaps in your time blocks, and that they follow your military evaluations as closely as possible.

___ Check the accuracy of quantification in bullets (i.e., dollar amounts, personnel led, etc.).

___ Make sure your bullets show leadership, process orientation, initiative, results and/or impact.

___ Look at the order of your bullets to ensure your more significant accomplishments are at the top of each time block. (Stratification and training bullets will be listed at the bottom.)

___ Ensure the contact information you have noted is where companies should contact you in the weeks following the Career Conference for the follow-up interview process.

JOHN A. SMITH

1234 Main Street • Surf City, NC, 28445-9410 • (123) 456-7890 • john.a.smith@gmail.com

EXPERIENCE

UNITED STATES ARMY
Afghanistan

Quantico, VA/Camp Lejeune, NC/Marjah,

Captain, Infantry Officer
Present)

(August 2008 –

Assistant Professor of Military Science / Training and Education Command
Present)

(July 2013 –

- Lead 10-person team recruiting, training, and commissioning 800 new Army officers annually at University of Kentucky. Account for \$2 million of equipment and property. Manage \$500,000 annual budget and \$20,000 marketing budget.
- Spearheaded 6 successful national recruiting campaigns; increased total enrollment of ROTC program 30%.
- Implemented new marketing plan; resulted in 73% increase in cadet enrollment, 43% above national average.
- Attended 4 days Professional Selling Skills Training Seminar conducted by Dale Carnegie.

Damage Control Assistant / USS NEWPORT NEWS
July 2013)

(March 2010 –

- Lead 14-person team maintaining \$400 million of mechanical systems onboard \$2.2 billion nuclear submarine, including diesel engine, hydraulic power plants, compressed air, atmospheric control, refrigeration, plumbing, and damage control equipment.
- Reprioritized team workload; eliminated 9-month maintenance backlog, enabling sub to undock in 1 month.
- Developed new diagnostic training; achieved “Above Average” rating on Operational Reactor Safeguard Exam.
- Led team that achieved 100% readiness; recognized by commander as “Top” division out of 7 onboard sub.
- Attended 24 weeks Advanced Nuclear Power Course and 6 months Nuclear Propulsion Plant Operator Course.

Combat Plans Flight Commander / Fort Irwin
March 2010)

(August 2008 –

- Led 15-person team in England supporting combat readiness for 147-person communications squadron.
- Designed and implemented tactical system architecture supporting 54 equipment packages valued at \$35 million. Employed and maintained \$500,000 of equipment.
- Led \$40,000 server installation; enabled real-time updates; improved mission effectiveness from 84% to 92%.
- Led 70-person team in maintaining \$25 million network, resulting in 99.9% network availability rate.
- Planned/fielded \$280,000 wireless network; enabled connectivity for 4,000+ users; reduced congestion 20%.
- Led logistics to transport 8.5 tons of communications assets for hurricane relief 14 hours ahead of standard.
- Rated by squadron commander as “#1 of 4” lieutenants and “#1 of 3” communications officers in squadron.
- Attended 5 weeks Squadron Officer School (Top 20% Graduate).

Preliminary Military Schooling
2008)

(Jan 2008 – August

- Attended Officer Candidate School (OCS), Basic Infantry School (TBS), Infantry Officer Course (IOC), and Ground Intelligence Officer Course (GIOC)
- Upon Completion of GIOC was recommended by the command to serve as a Scout Sniper Platoon Commander

EDUCATION

Georgetown University

Washington,

D.C. Bachelor of Science (75% Complete)

(Expected graduation May 2017)

Double Major: Marketing and International Business

ADDITIONAL SKILLS AND INTERSESTS

Activities: National Honor Society, Varsity Football (Captain), Service (Habitat for Humanity); Study Abroad (Australia)

Computer: Microsoft Access; Word; Excel; PowerPoint; Adobe Photoshop

Interests: Traveling; Reading; Running; Rugby