



CONDITIONS SET

5 TIPS FOR MILITARY RESUMES

1. MAKE SURE YOUR RESUME IS SIMPLE AND EFFECTIVE

- **DO** clearly emphasize the experience you have and the qualities you possess (i.e. leadership, decision-making)
- **DON'T** get bogged down in long sentences that are overly descriptive

2. SHOW, DON'T TELL

- **DO** give concrete, specific examples: "Led team of 25 personnel..."
- **DON'T** make general statements such as "I am a hard-worker with leadership experience"

3. AVOID USING "MILITARY-SPECIFIC" TERMS

- **DO** reference the roles you held while in the military and the skills and qualities you displayed
- **DON'T** go into unnecessary detail on your military functions (unless directly applicable to the role you are applying to)

4. TAILOR YOUR RESUME FOR THE JOB YOU ARE APPLYING TO

- **DO** focus on the experiences and skills you have that are directly applicable to your new position
- **DON'T** feel obliged to include every experience you have had in the past if they do not apply to the job you have in mind

5. DEFINE YOUR ACCOMPLISHMENTS

- **DO** use metrics to reinforce the impact of your work and achievements: "Increased productivity 25%, reduced inventory 10%"
- **DON'T** copy/paste job responsibilities from a position description