

FULL NAME

EMAIL/ PHONE

**Skills** – List 3 to 5 skills relevant to desired position. These should relate to the desired position and clearly communicate how you are qualified for the role based on your skills.

Example: Customer Support	Technical Troubleshooting	Customer Education & Training	Issue Escalation & Management
Primary Skill 2	Sub-Skill 1A	Sub-Skill 1B	Sub-Skill 1C
Primary Skill 3	Sub-Skill 1A	Sub-Skill 1B	Sub-Skill 1C
Primary Skill 4	Sub-Skill 1A	Sub-Skill 1B	Sub-Skill 1C
Primary Skill 5	Sub-Skill 1A	Sub-Skill 1B	Sub-Skill 1C

**Experience/Work History** – Chronological job history highlighting your qualifications and specialized experience. All duties listed should directly support your skills listed above and the qualifications required for the desired position. Space is limited, so be discerning. Duties should be metric based (e.g. how many personnel supervised, X number of sorties, \$XX in federal funds, etc.) and show the **Action** (Verb – What you did), **Impact** (Metric – How much), and **Result** (Outcome – Why it mattered).

If relevant to the job, highlight “depth” such as base, center, MAJCOM/COCOM, Air Staff Level experiences, Joint, Civilian Deployments, etc. Limit career history to 10 years if you have a career history longer than 10 years. If you go back farther than 10 years, you may lump early career jobs into one position (i.e. prior military or private sector careers). Include awards or accolades related to this accomplishment or special project (and by whom such as 2-star, Wing/CC, etc. if applicable)

Each bullet should not exceed two lines. Keep it succinct! Limit bullets to no more than 3-5 per job held. Gauge the number of bullets based on time in position and recency of the role.

Organization, (Supervisory?) Duty Title, Pay Plan/Series/Grade	HR/week	MM/YY-MM/YY
<ul style="list-style-type: none"><li>Example: Reduced customer support ticket resolution time by 20% of average time per ticket, by implementing a new knowledge base and training support agents on efficient troubleshooting techniques</li></ul>		

- Accomplished [X] as measured by [Y], by doing [Z].
- Accomplished [X] as measured by [Y], by doing [Z].

Organization, (Supervisory?) Duty Title, Pay Plan/Series/Grade	HR/week	MM/YY-MM/YY
<ul style="list-style-type: none"><li>Accomplished [X] as measured by [Y], by doing [Z].</li><li>Accomplished [X] as measured by [Y], by doing [Z].</li><li>Accomplished [X] as measured by [Y], by doing [Z].</li></ul>		

Organization, (Supervisory?) Duty Title, Pay Plan/Series/Grade	HR/week	MM/YY-MM/YY
<ul style="list-style-type: none"><li>Duties available upon request. Job not relevant to desired position. Duties excluded for brevity.</li></ul>		

Organization, (Supervisory?) Duty Title, Pay Plan/Series/Grade	HR/week	MM/YY-MM/YY
<ul style="list-style-type: none"><li>Accomplished [X] as measured by [Y], by doing [Z].</li><li>Accomplished [X] as measured by [Y], by doing [Z].</li><li>Accomplished [X] as measured by [Y], by doing [Z].</li></ul>		

**Education** – Education should only be included if there is a positive education requirement on the desired position. If there is an education requirement, recommend only listing the related, qualifying degree or the highest level of education.

Name of School/Institute	Degree Type	GPA	Est./Completion Date MM/YYYY
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**Professional Military Education/Defense/Government Sponsored Training** – Professional Military Education should only be included if relevant to the desired position. Training should only be included if relevant to the desired position. DO NOT INCLUDE ANCILLIARY (TFAT) TRAINING (e.g., Cyber Awareness, etc.)

Program (ex. Air War College)	In-Resident or Distance Learning	Est./Completion Date MM/YYYY
Training (ex. Competitive selection Civilian Developmental Education [CALT, DTLC, EWI, etc.])		Est./Completion Date MM/YYYY

**Professional Certifications/Licenses** – Certificate/Licenses should only be included if relevant to the desired position.

Certificate/License (ex. Green Belt/Black Belt, industry certifications)	Est./Completion Date MM/YYYY
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**Awards/Honors**– Only include if relevant to the desired position. DO NOT INCLUDE ANNUAL PERFORMANCE AWARDS

Ex. Quarterly/annual awards, Org/MAJCOM/Air Force/OSD, Decorations, etc.	Award Date YYYY
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### **General Notes and Guidelines:**

- We recommend using a sans-serif font like Lato, if available. Other widely available options are Calibri, Helvetica, Arial, Verdana, Open San Source Sans Pro, Roboto or Noro Sans.
- Make your page margins 0.5 inches.
- Consider using 14-point size font for titles and no less than 10-point for the main text in your resume.
- Length 2 pages max
- Use spell check
- Do not use acronyms unless you are 100% sure everyone knows it
- Ask a mentor to review it (more eyes the better)
- If you are working on a course, certification, degree, etc., you may include “anticipated completion date: mo/yr”
- If you have some college coursework, but not a degree, it’s ok to highlight those pertinent courses (such as 24 hours of accounting)