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RESUME BEST PRACTICES FOR MILITARY VETERANS

Your resume should paint a picture of a well-qualified candidate who can bring immediate results to the civilian workplace. It should focus on your skills, achievements, and qualifications, and communicate why you are the best candidate for a position. The items below highlight common mistakes that should be avoided, as well as best practices.

Mispellings and grammatical errors

First and foremost, errors like this say nothing good about your ability to pay attention to detail, and they make a poor first impression. Suppose, for example, your resume says you are a **warehouse supervisor**. This type of error begs the question: "Is this person who has such a poor grasp of basic spelling capable of leading a team?" Consider too what it says about your lack of attention to detail. As a veteran, attention to detail is a trait you can proudly represent – so make sure your resume and cover letter do so.

Similarly, if this isn't your first job out of the service, it is never a good idea to misspell the name of a past employer that has signed your psychchecks (example: **JANE'S PEI EMPORIUM**, when you really worked at **JANE'S PIE EMPORIUM**).

Remember, too, that the spell check feature on your computer may catch a misspelling, but does not catch and correct **context** errors. For example, it will not catch "Thank you for **years** consideration" because technically, all the words are spelled correctly. Proofread it, and then have someone else proofread it!

Inconsistent dates

Your dates must match up and be in order. There shouldn't be any gaps.

Recruiting Station Cincinnati, Cincinnati, OH Sept. 2006 – Feb. 2009
 Golf Battery, 3rd Battalion, 11th Marines, Camp Pendleton, CA May 2003 – Dec. 2005

An employer will wonder, "What were you doing between January and August of 2006?" Worse still, the employer may disqualify you from consideration without ever asking.

Inflating e-mail addresses

Always think about the e-mail address you put on your resume. If your current e-mail is gunshotter@hotmail.com, consider creating another address just for resumes. Make it a plain e-mail address. **You should also clean up your LinkedIn, Facebook and other social pages.** They say a lot about you, and employers check them!

Boring language vs. verbs, verbs, verbs

Omit phrases such as "Responsible for..." "Duties include..." "In charge of..." etc. These phrases are boring, redundant, and muddy the clarity of your message. Include concrete data, numbers, and percentages that clearly state your accomplishments. For example:

Before: Responsible for coordinating, planning, and executing Amphibious Raids and Water Survival Training. Served as lead instructor for Staff Planning Course for junior grade officers.

After: Developed and executed numerous realistic high-risk courses for nearly 1,500 personnel per year. Ranked as the number one instructor among fifteen by my superiors on numerous performance reports.

Use strong, active verbs that present your skills and abilities in a few words. For example:

- Devised new curriculum for a staff planning course. This new program enhanced the organization's ability to conduct missions within a shorter timeline, thereby improving efficiency and relevancy on the battlefield.



ROBERT SMITH
 Infantry Rifleman I

info@qwikresume.com | [LinkedIn Profile](#) | [Qwikresume.com](#)

Diligent professional with nine years of outstanding performance in the Wisconsin Army National Guard, earned the grade of Specialist, and thrives in all leadership roles. Accountable and vigilant; able to remain focused and productive in challenging situations. Offering top-quality customer service and the capabilities to meet and exceed the organizational goals in a supervisory position.

EXPERIENCE

Infantry Rifleman I

Wisconsin Army National Guard - APRIL 2007 - 2020

- Accomplishes assigned missions using initiative without needing constant guidance from above.
- Performs basic communication functions and operates squad and team communications equipment.
- Collects and reports tactical information as member of combat or reconnaissance patrol.
- Assists in route planning while evaluating terrain and recording topographical information.
- Directs the teams tactical employment during offensive and defensive operations while assisting the squad leader as required.
- Responsible for all the team does including their; welfare, fitness, morale, discipline, and maintenance of assignment equipment.
- Responsible for instructor and advisor in the matters of tactics, personnel management and junior leader development.

Infantry Rifleman

Delta Corporation - 2003 - 2007

- To locate close with and destroy the enemy by fire and maneuver, and to repel an enemy's assault by fire and close combat.
- For at least three and half years Knowledge of submitted comprehensive and timely reports to supervisor Conducted safeguard time parameter Worked.
- Obtained Skills of self defense US Army for less than four years.
- Training for war time events and Humanitarian missions.
- Was promoted to the rank of PFC and Lance Corporal (E-2 and E-3 respectively).
- Relayed orders from superiors to fellow soldiers through communication equipment and information technology.
- Was directly responsible for over \$5,000,000 worth of weapons as a company armorer.

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Infantryman

ROBERT SMITH

Phone: (1 23) 456 78 99
 Email: info@qwikresume.com
 Website: www.qwikresume.com
 LinkedIn: linkedin.com/qwikresume
 Address: 1737 Marshville Road, Alabama.

Objective

Skilled Infantryman seeking to expand on acquired academic knowledge and work experience into an entry-level. Enthusiastic worker who is always willing to learn new skills and take on more responsibility.

Skills

Bilingual-fluent in Both English And Spanish, Proficient in Microsoft Word, Excel, And PowerPoint.

Work Experience

Infantryman

ABC Corporation - September 2003 - June 2008

- Supervised and delegated duties to employees that led to the safety of personnel and sensitive equipment.
- Improved long-term problems in security in foreign countries.
- Ordered and inventoried sensitive, necessary military equipment and supplies, including medical supplies, food, and other standard necessary military equipment and supplies.
- Managed and maintained 100% accountability of security equipment and personnel both.
- Performed as a member of a fire team during drills and combat.
- Aided in the mobilization of vehicles, troops, and weaponry.
- Processed prisoners of war and captured documents used, maintained and stored combat weapons.

Infantryman

ABC Corporation - 1999 - 2003

- Provided the security and safeguard of over 150 Iraqi detainees at Al Asad Airfield Detention Facility, Iraq in support of Operation Iraqi Freedom.
- Supervised a security team consisting of 6 members specializing in responding to crisis situations.
- Setup and operated security checkpoints on main supply routes while deployed in Iraq.
- Processed prisoners of war.
- Routinely performed foot and vehicle security patrol of various military sites and civilian areas in Iraq.
- Performed base perimeter security at Naval Base Guantanamo Bay, Cuba.
- Used, maintained and stored various combat weaponry (rifles, machine guns, anti-tank mines, etc.).

Education

Certificate in Electricity - (Bronx Community College - Bronx, NY)

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