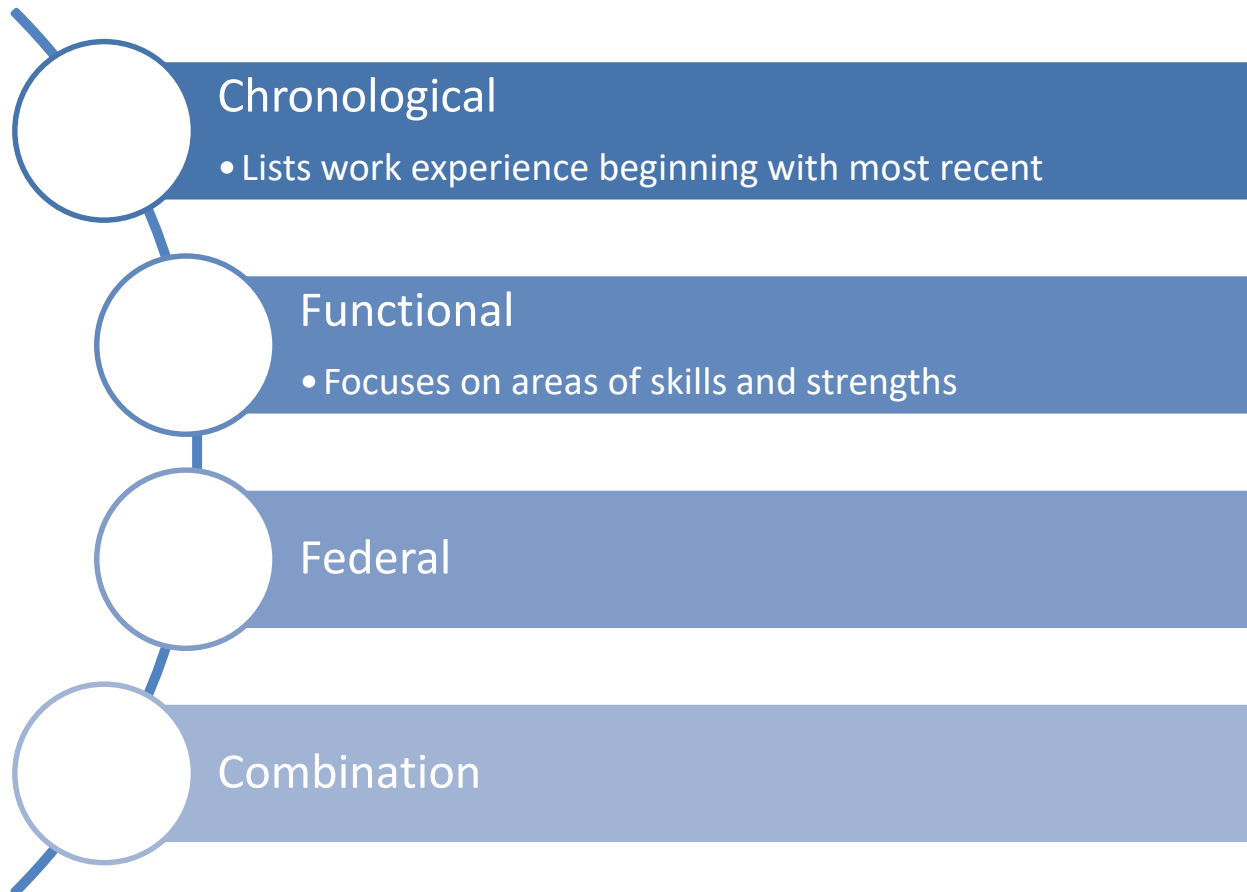


Resume Writing

Goal: Create a resume that highlights your relevant **experiences** and **accomplishments** to assist in securing a job interview

Types of Resumes



JOHN SMITH
 Anywhere, CA 12345
 (123) 555-4321
 johsmith@gmail.com
 www.linkedin.com/pub/johnsmith

PROFESSIONAL SUMMARY

Human Resources Manager and Military Veteran with 15 years of proven experience in the United States Army. Accomplished measurable results while leading teams of 5-10 in a dynamic, fast - paced environment. Possess a comprehensive background in Administrative Organization and Business Development derived from conducting domestic and global operations in Korea, Saudi Arabia, and Kuwait. Managed risk upon multiple lines to protect assets, property, and equipment valued over \$5M while meeting the expectations of senior leadership. Possess extensive knowledge in budget analysis, policy and procedure writing, and event management. Recipient of multiple awards for outstanding performance and professionalism. Career supported by a Master's Degree in Secondary Education.

- Administrative Support
- Leadership
- Data Analysis
- Project Management
- Training and Development
- Policy Implementation
- Performance Strategies
- Communication
- Microsoft Office Suite

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Resume Sections



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The 10-Second Test



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Health Service Administration

- Managed daily office activities: established priorities, troubleshooting, patient scheduling, and insurance filing
- Provided strategic vision, planning, and operational leadership diagnosing gaps in healthcare services while implemented policy and procedures to prevent future incidents
- Wrote training materials and guidelines for new and existing personnel to ensure organization regulations and standards were met
- Procured contracts to replace equipment and supplies and coordinated with local supply chain vendors
- Managed a budget of \$3M+ with zero cost overages

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Company, Location, Duration

Suburban Hospital John Hopkins Medicine – Bethesda, MD

2011 – 2013

Title

Division Information Technology Director

Description of Role

Managed 30 technicians in daily functions of helpdesk support, communications security, infrastructure, and developing operational procedures to facilitate network expansion.

Accomplishments

- Oversaw a 3,500 user-based network and \$25M worth of communication assets with a 99% reliability rate
- Fielded newly designed Joint Network Node with both secure and non-secure Voice over Internet Protocol (VOIP) and data services
- Coordinated a 10-mile installation of Fiber Optic and Copper cabling to enable multi-national access



Rules for Accomplishment Bullets

Say the most with the least amount of words

Show your breadth of experience

No personal pronouns – I, Me, My

Use quantifiable information (#, %, \$)

Start each bullet with an action verb – managed, developed, trained, maintained





No fluffy language

Accomplishment Bullets

Answers 3 important questions...

- What did you do?
- How did you do it?
- What did it result in?

Show Results:

- Solved a problem
-  Efficiency by %
-  Safety/Security by %
- Saved the company \$
- Received award/promotion
-  Customer satisfaction by %
-  Productivity by %

Before and After



Responsible for training 40
Marines

Trained 40 personnel on
maintenance production
techniques, resulting in 30%
decrease in equipment downtime

Before and After

Expertly inspected workspaces

Inspected a workspace made up of 3 departments and 75 diverse employees; identified 15 safety violations and developed plans for corrective action, mitigating risks within 5 days

JOHN SMITH

PAGE 2

Howard's Supermarket – Evansville, IN
Department Manager

1995 – 2004

Managed nightly operations of a grocery department, overseeing all ordering, product displays as well as all aspects of customer service.

- Directed 11 staff responsible for processing, verifying and maintaining personnel-related documentation, to include: staffing, training, time cards, performance evaluations, and employee absences
- Scheduled all work shifts; ensured employee coverage of all grocery sections to maintain operations for a 24 hour work period

EDUCATION

Candidate, Master of Arts in Business, Georgia Southern University, Statesboro, GA

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 Bachelor of Science, Engineering, University of Maryland, College Park, MD – 2009

CERTIFICATIONS

CompTIA A+ (801, 802)
 Lean Six Sigma

Advanced Leaders Course, 2015

Sexual Harassment / Assault Response and Prevention, 2014

NOTABLE AWARDS

Navy and Marine Corps Achievement Medal (2)
 Volunteer Service Award
 Employee of the Month

TECHNICAL SKILLS

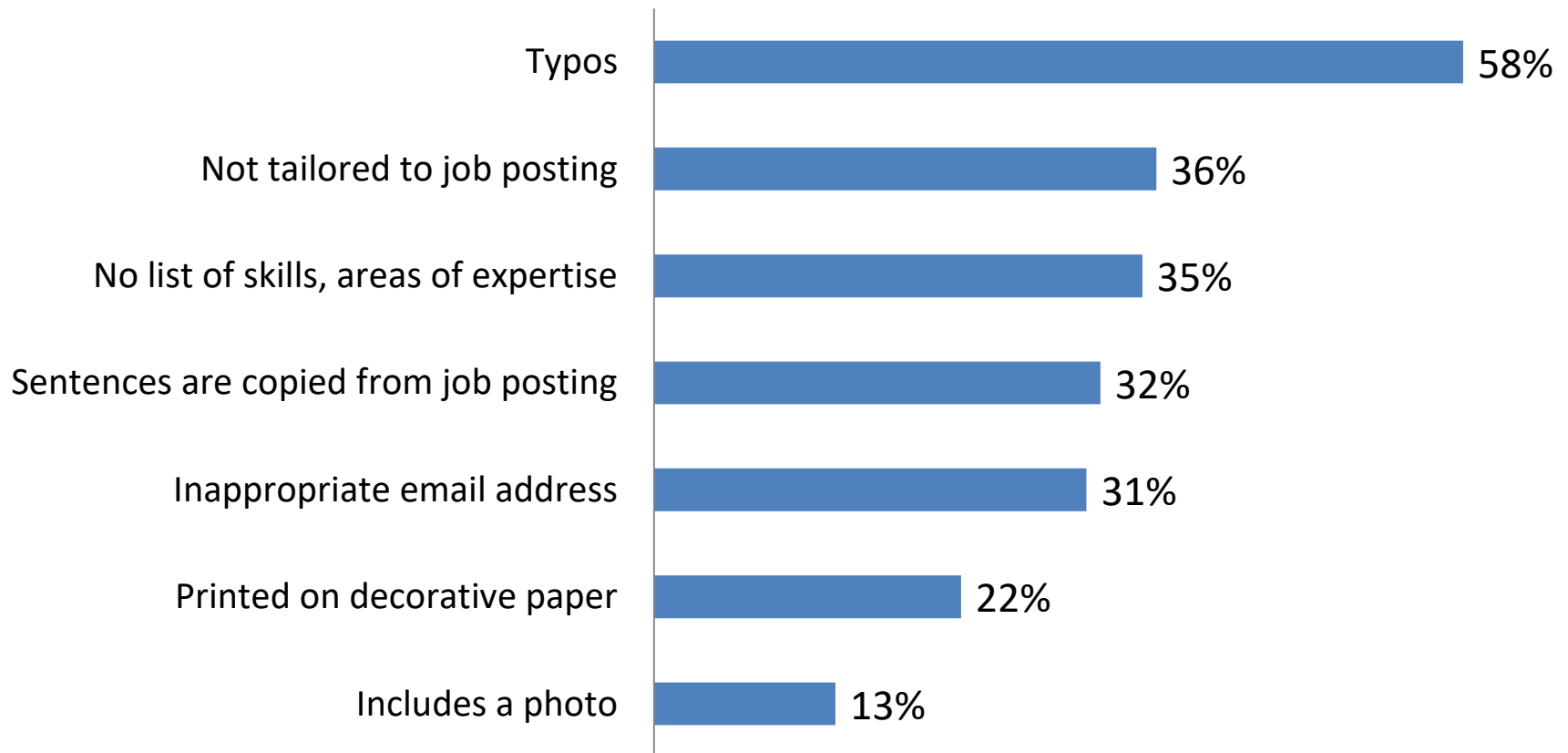
Software: Microsoft Office, SharePoint

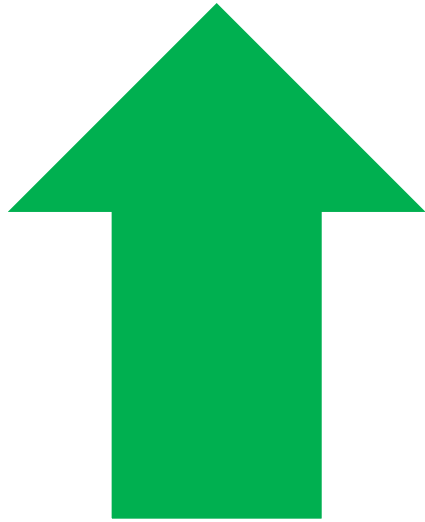
Operating Systems: Mac / Microsoft Windows

Programming: Java; HTML; CSS; C++; Visual Basic



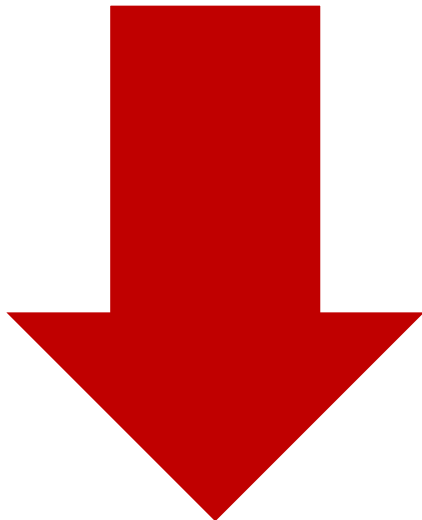
Resume mistakes that automatically dismiss candidates, as identified by employers





DO

- Target qualifications for a specific job
- Translate military skills
- Use a professional email
- Quantify your results (\$, %, #)
- Spell out abbreviations



DON'T

- Make errors – grammar and format
- Use pronouns (I, me)
- Use photographs
- Falsify data
- Be subjective/use adjectives

Up Next:

PRACTICAL APPLICATION