VETERANS EDITION

Signs
of a Great Résumé

How to Write a Résumé that Speaks for Itself

amazon.com **BEST SELLING AUTHOR**

The **top 5 résumé questions** Author Scott Vedder gets asked from veterans, transitioning service members, reservists, and spouses.

1: What is your <u>best</u> tip for writing a résumé?

A résumé is not a job description. Use !@#$%, the Signs of a Great Résumé:

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!@#$%
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!	Any part of your experience that was "amazing!"
@	Defining points, places, dates and things in your career
#	Numbers that quantify and prove your past successes
$	The dollar value of your contributions
%	Figures that easily show growth and results

2: How do I translate military skills so a civilian recruiter understands?

Use Scott's "**Smart 5th Grader Test**" to explain your most relevant achievements. The reality is, most civilian recruiters have about the same understanding of the military as an intelligent 11-year old.

GOOD NEWS!
!@#$% TV

The "Smart 5th Grader Test" is simple:

1. Are you using easily-understood terms?
2. Are you broadcasting "good news" only?
3. Are you concisely relaying the most relevant information?

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3: How can I ensure the leadership traits, moral compass, values, and soft skills I've honed in the military come across effectively on my résumé?

Tell recruiters "I am a P.A.T.R.I.O.T."

"I am a P.A.T.R.I.O.T."
I **P**ossess Values.
I am **A**ccountable.
I am **T**rainable.
I am **R**espectful.
I take **I**nitiative.
I am **O**n Time.
I am a **T**eam Player.

4: Where can I find !@#$% to include on my résumé?

There are many ways to identify Signs of a Great Résumé in your prior experience. Here are a few suggestions:

1. Review your previous evaluation reports.
2. Ask for input from your commanding officer, previous leader, peers, direct reports or others with whom you've served.
3. Request your service records and training documentation from the government.

5: What if I'm changing careers or my prior experience doesn't seem to align with my desired civilian job?

Consider using a functional résumé. This format is like a "Greatest Hits" album of your best achievements.

Instead of organizing bullets with !@#$% examples under each job you've held, identify 3 to 4 buckets of skills related to the job you're pursuing.