

MILITARY TO CIVILIAN RESUME SAMPLE

* For a review e-mail
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Milly Civil

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SUMMARY OF QUALIFICATIONS

- Demonstrated four years of technical acumen and competency in computer systems installation, testing, maintenance, repair, and network administration
- Strong proven track record of problem-solving success in high-pressure, operational settings
- Adept at organizing and leading diverse staff in dynamic environments
- Exceptional communicator, skilled in peer and team development

EDUCATION

Bachelor of Business Administration in Information Systems
The University of Texas at El Paso (UTEP)

Anticipated: 05/20XX
Overall GPA: 3.75/4.00 | Major GPA: 4.00/4.00

Honors and Awards

- Army Achievement Award (Advanced Individual Training: 20XX) - Commandant's List Recipient
- Army Achievement Award (Advanced Individual Training: 20XX) - Excellence as Squad Leader
- Army Achievement Award (Advanced Individual Training: 20XX) - Outstanding Soldier Class Recognition
- Army Achievement Award (383D QM Battalion HHC 20XX) - Excellence in Support - Best Warrior Competition
- Basic Leadership Course (Non-Commissioned Officer Academy) Distinguished Honor Graduate – 08/20XX

EXPERIENCE

Information Technology Specialist

10/20XX – 05/20XX
El Paso, TX

U.S. ARMY

- Maintain, process, and troubleshoot computer systems/operations, providing technical support and configuring security equipment for team of 642 staff members
- Regularly disseminate guidance, procedures, and policies regarding computer security
- Review threat and vulnerability assessments, recommending cost-effective security countermeasures and recovery plans for network data
- Research latest market trends and review current information technology advancements
- Work with portable network systems capable of supporting up to 1,000 users in deployment

Human Resources Specialist

2/20XX – 09/20XX
Fort Hood, TX

U.S. ARMY

- Provided support for 30+ soldiers on overall welfare and well-being while assisting leaders with keeping soldiers combat-ready and effective
- Assisted on all human resource support, i.e. soldier in-processing, updated healthcare documentation, tracked promotional status changes, and provided briefs for leadership meetings
- Oversaw physical assessment for strength management, strength distribution actions, and safety protocol on a yearly basis

Platoon Leader

08/20XX – 01/20XX
Fort Hood, TX

U.S. ARMY

- Supervised a 50-person team, provided individual coaching and mentorship to foster professional development
- Developed and facilitated a comprehensive training program that led to 100% certification of critical tasks and team's excellence in light infantry
- Ensured equipment's operational readiness by scheduling and overseeing regular maintenance of vehicles and radio equipment, valued at more than \$2 million

SKILLS

Extensive use of Microsoft Word, PowerPoint, Excel, and Teams

CHECKLIST FOR A SUCCESSFUL RÉSUMÉ

1. Appearance

- ___ is pleasing to the eye, invites people to read
- ___ the format highlights your key information
- ___ has correct punctuation, spelling, and grammar
- ___ information is listed from most recent to oldest
- ___ for multiple pages, include your name & page number

2. Contact Information

- ___ is at the top of page
- ___ includes current and complete contact information
- ___ includes telephone number with area code
- ___ includes UTEP or professional email address that you check daily

3. Job Objective (Strategic)

- ___ is specific and tailored to the job description

4. Education

- ___ lists current degree you are seeking with anticipated graduation date (month/year)
- ___ includes official university name and location
- ___ includes academic major (and minor if applicable) you are pursuing
- ___ Uses “undertaking first semester of coursework” instead of 0.00 GPA

5. Experience/School Projects

- ___ includes employer/organization name, job title, city, state and/or country (if not in the U.S.)
- ___ includes dates of employment (month/year)
- ___ includes relevant work experience and skills that you developed or enhanced while working in that position (e.g. communication, worked in teams, software used)

5. Experience/School Projects (cont.)

- ___ uses action words to describe what you did on the job
- ___ uses numbers (#), percentages (%), currency amounts (\$), or frequency to quantify what you have done on the job
- ___ highlights your accomplishments and contributions to the organization
- ___ includes paid or unpaid volunteer, internship, or co-op experiences

6. Relevant Activities/Memberships

- ___ emphasizes leadership roles and any officer positions
- ___ includes school and/or community memberships or activities
- ___ includes dates of participation (month/year)

7. Skills

- ___ includes the languages known and specifies proficiency level (e.g.: Proficient, Fluent, Conversational)
- ___ includes software knowledge and specifies the degree of expertise (e.g. expert knowledge in MS Excel; working knowledge of JAVA; proficient in Twitter promotion)

YOUR NEXT STEPS:

1. Activate your Job Mine account utep.edu/careers
2. Have your résumé reviewed by the Career Center
3. Upload your revised résumé to Job Mine

TIPS to enhance your résumé and get UTEP Edge experiences:

- Update your résumé every semester and have the Career Center review it
- Create a reference page of 3 to 4 people that can best highlight your skills to the specific position for which you are applying. Be sure to ask them if you can use them as references before you list them.
- Consider applying for student employment or work-study positions*
- Begin searching for internships in your field*
- Get involved with student organizations and activities*
- Consider study abroad/study away*
- Consider research experience in your field*

UTEPEDGE

**This Edge experience can distinguish you and prepare you for leadership and lifelong success.*



UNIVERSITY CAREER CENTER

Working Remotely
to serve YOU
careers@utep.edu



@utepcareers

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