Name

Street Address

City, State Zip Code

Primary phone # to reach you

Email address

**Objective Statement**: This is an **optional** statement (or bulleted list) made up of 2 to 3 sentences describing your personal goal with regard to the position you are applying for.

**Summary of Qualifications**: This is an **optional** statement (or bulleted list) made up of 2 to 3 sentences summarizing your overall qualification for the **respective position** you are applying for. Information in this section is NOT used to qualify your resume. For any information to help with qualification, it MUST be listed with EACH position below (i.e month/year worked, hours worked per week, and salaries per week or year).

**Civilian/Technician Employment History**

Name of Employer and position from & to dates (month & year)

# of Hours per week worked Annual Salary

If you do not enter the minimum month/year dates for EACH position you have held, we are unable to validate the minimum time required for the general and specialized experience that each job requires (noted in every announcement). If you do not enter the hours and salary for EACH position you have held, we are unable to validate the accuracy of your experience. **You will be disqualified and ineligible for an interview if this information is missing**. For military positions you can use your LES to calculate annual salary or use the current pay scale from DFAS’ website.

MATES, FMT-C, Camp Shelby, MS

Surface Maintenance Mechanic, WG10 March 2014 – Present

40 hours per week $32,000 per year

* Utilized variety of basic and advanced repair tools and test equipment to troubleshoot ground motor vehicles to determine specific faults and items needing repaired and/or replaced.
* Utilizes required paperwork (what system, database or type of process) to identify, record and document what parts needed replaced.
* Utilized appropriate technical manuals and parts manuals to order necessary parts for equipment/vehicles needing repaired.
* Ability to operate troubleshoot and repair military ground tactical vehicles, to include ….. (list the vehicles you have experience repairing/working on)
* Ability to operate, troubleshoot and repair military ancillary equipment, to include … (list the equipment you have experience operating, repairing/working on)

**Military Employment History**

Bravo Company, 106th Brigade Support Battalion

Motor Sergeant (MOS: 91B, Rank: SSG) February 2008 – Present

32 hours per month $10,000 per year

* Responsible for the leadership, morale, welfare, training, cross-training and work scheduling of 8-10 Soldiers at drill, annual training and any other training events the unit participates in.
* Responsible for the operation, troubleshooting and maintenance/repair of over 100 pieces of military equipment, to include wheeled vehicles, generators, M1A2s, fuel tankers, wreckers and trailers.
* Responsible for maintenance and inventory of all tools and equipment utilized for the maintenance/repair, to include basic mechanic toolbox inventory, test equipment, jacks, multi-maters, amp meters, power supplies, etc. Also use special tools like pullers, torque wrenches, compression testers and gauges, seal pullers, etc.
* Performed company-level, required services on all vehicles.
* Maintained an inspection-ready level of maintenance at all times.
* Ordered parts for necessary repairs and maintained proper inventory utilizing respective operating systems in place (currently GCSS Army).
* Maintained signature authority on all sensitive items within the unit.
* Conducted training not only for subordinate mechanics but also for all operators within the unit, to maintain knowledge of proper preventive maintenance procedures and operator knowledge.
* Enforced proper standard operating procedures and safety regulations at all times, to include hazardous materials, environmental guidelines, vehicle operations during training events, convoy operations, etc.

**Training/Certifications**

List those pertaining to the position you are applying for.

**Awards**

List those pertaining to the position you are applying for. **DO NOT** put your entire list of military awards on your resume!

**Education**

List high school, if applicable to the respective announcement.

List highest degree, name of school & month/year of graduation (or anticipated) date

**References -** List 3 references and a VALID email and phone # to reach them.

**Additional Pointers/Suggestions**

**When reviewing your information (PRIOR TO final submission), consider the following:**

* Is your resume tailored to the qualifications of the position you are applying for?
* Photos and Social Security Numbers (SSN) are Personal Identifiable Information (PII) and should not be included on your resume. Putting the last 4 digits of your SSN are acceptable.
* Is the contact information valid and accurate?
* Did you enter the minimum of month/year from and to dates for each employer?
* Did you enter valid contact information for references you entered on the resume?
* Did you include your National Guard experience?
* Avoid using military acronyms (spell things out)
* Did you include your salary and hours? This is a **MANDATORY requirement** for your resume to make it through the qualification process!
* A resume should be a complete, but brief and simple, summary of your work experience as it pertains to the position you are applying for.

**Military Unit of Assignment Examples**:

Army

C Battery, 1-204th Air Defense Artillery

B Company, 106th Brigade Support Battalion

185th Aviation Brigade

Camp Shelby Joint Force Training Center (CSJFTC)

Air

172nd Airlift Wing

186th Air Refueling Wing

255th ACS

Combat Readiness Training Center (CRTC)