



TRANSITION ASSISTANCE PROGRAM

Start Strong • Serve Strong • Reintegrate Strong • Remain Strong

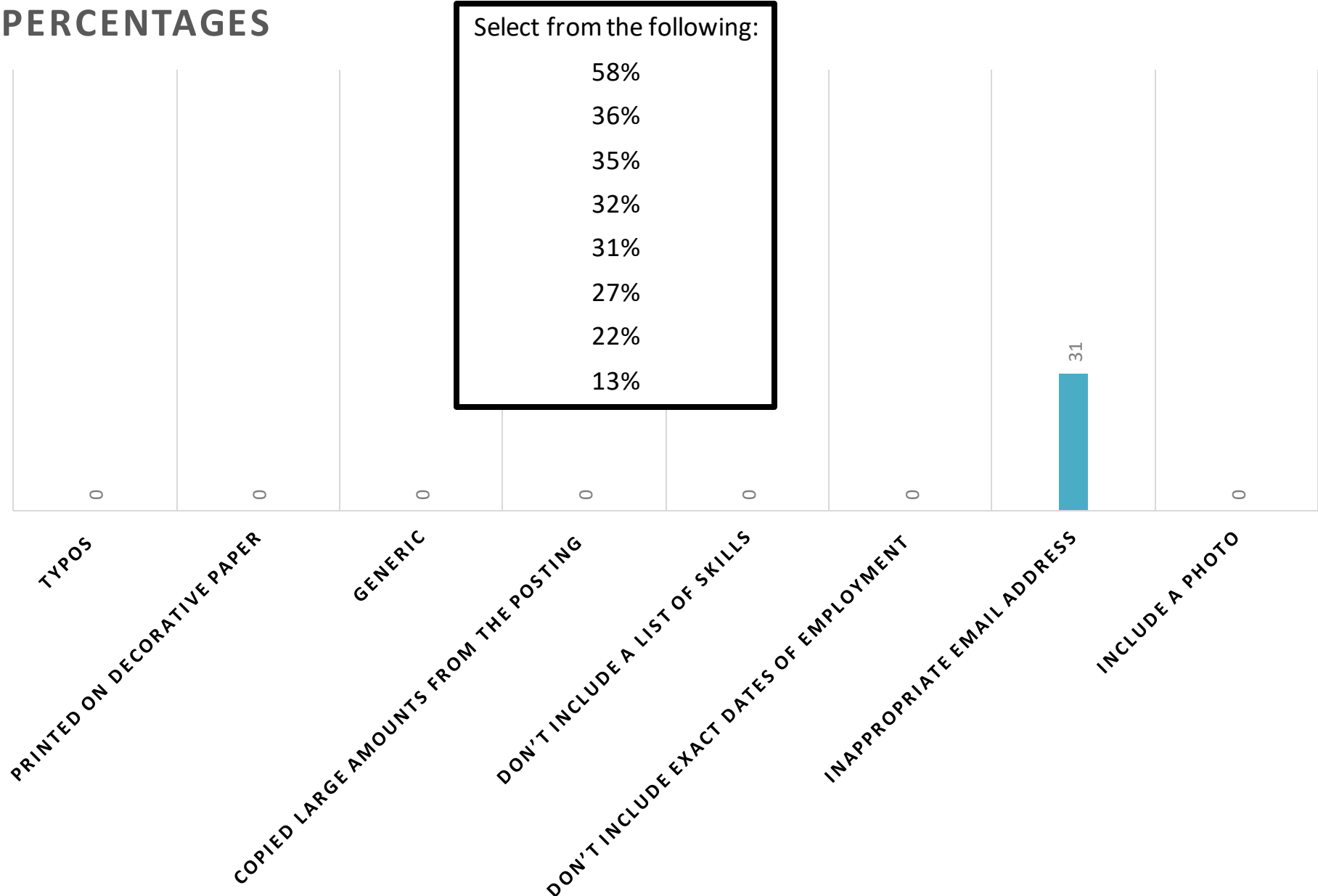
Soldier for Life – Transition Assistance Program

Advanced Resume Writing

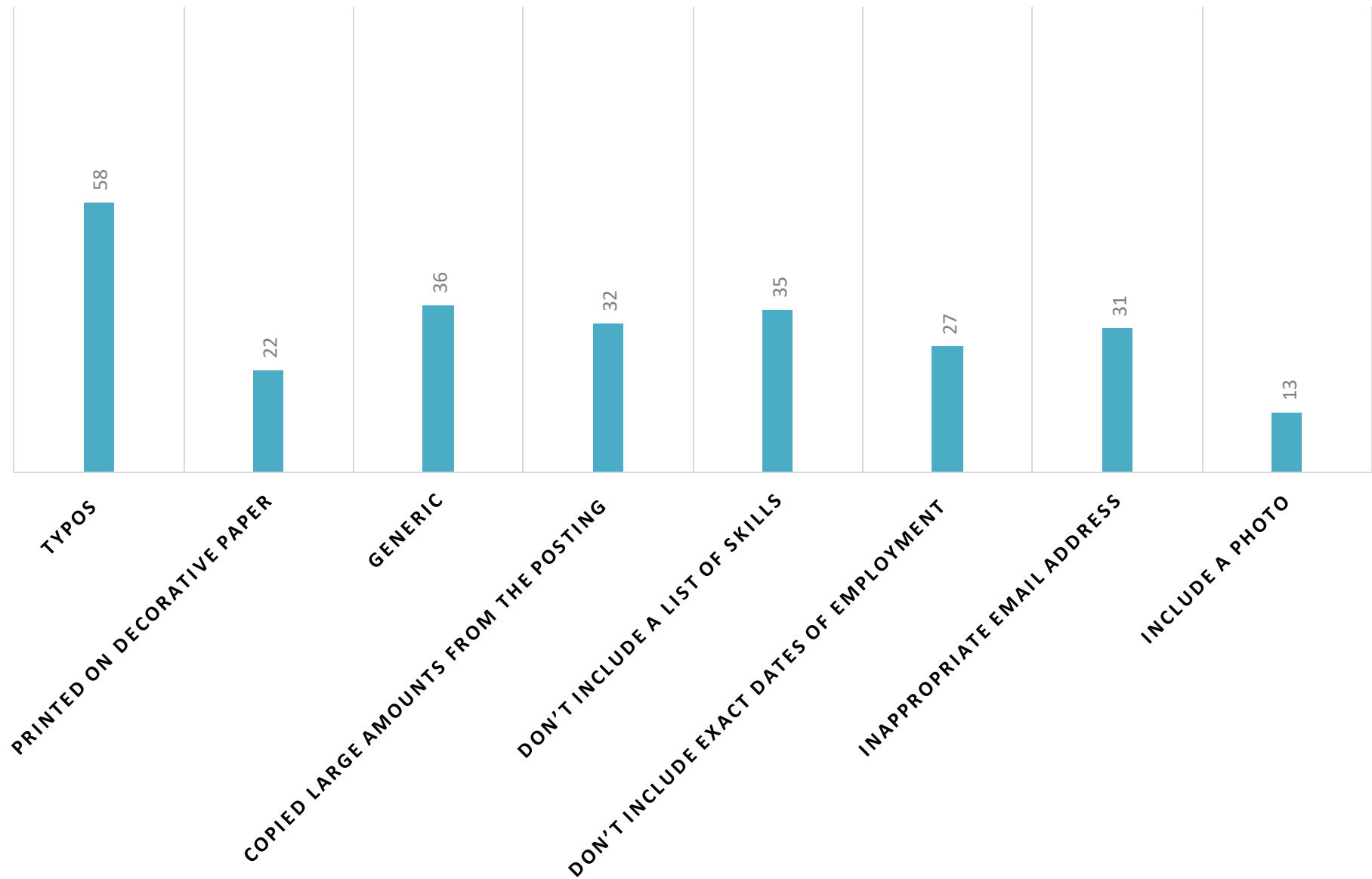
Civilian, Private-Sector Resume

September 2018

PERCENTAGES



PERCENTAGES



Two Important Reasons

- *Resumes that are generic and don't seem personalized for the position (36%)*
- *Resumes that don't include a list of skills (35%)*

For Example...

- A. Worked with employees in a restaurant setting.
- B. Recruited, hired, trained and supervised more than 20 employees in a restaurant with \$2 million in annual sales.

Peter Vogt, *The 10 worst resume mistakes to avoid*

<https://www.monster.com/career-advice/article/Avoid-the-Top-10-Resume-Mistakes>

Tailor resume to match the job summary

Job Summary

Plans layout of stockroom, warehouse, and other storage areas, considering turnover, size, weight, and related factors of items stored. Supervises group of workers engaged in lifting, transporting and loading materials for shipment or storage. Oversees the processing, packaging and storage of supplies, materials, and equipment. Schedules work for special and periodic inventories. Establishes procedures, prepares work schedules, and

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Supervised and managed the daily work assignments of three supply specialists. Engaged in receiving, ~~storing~~ (**lifting**), loading, and ~~shipping~~ (**transporting**) **over \$5 million in government equipment and supplies during deployment to Iraq, maintaining 100% accountability.**

Tailor resume to match the position responsibilities

- **Planned** and implemented hand-held frequency technology that decreased the amount of **turnover** and **items** stocked in **storage areas** by over 20%.
- Established a warehouse plan, resulting in increased efficiency for receipt and reduced supply **processing** time by 25%, **shipment storage** requirements by 15%, and customer wait time by 10%.

Position Responsibilities	Plans layout of stockroom, warehouse, and other storage areas, considering turnover, size, weight, and related factors of items stored. Supervises group of workers engaged in lifting, transporting and loading materials for shipment or storage. Oversees the processing, packaging and storage of supplies, materials, and equipment. Schedules work for special and periodic inventories. Determines work procedures, prepares work schedules, and expedites workflow.
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IT – Desk Side Specialist

The successful IT Desk Side Specialist will be...

- Responsible for overseeing the operations of their assigned sites and coordination of efforts with remote team members, vendors, and clients.
- Requires excellent relationship management skills as they will be expected to interact with all levels of customers, decision makers, and technicians both internal and external.

Deploy and administer IT systems in the assigned region, including end-user desktops/laptops, servers, network equipment, voice and video hardware and mobile devices

Ensure security and policy compliance while performing technical tasks

IT – Desk Side Specialist Resume

Responsible for overseeing the operations of their assigned sites and coordination of efforts with remote team members, vendors, and clients.

- Supervised the daily maintenance on more than 80 tactical and non-tactical vehicles; collected, reviewed, and input data into a computer processing system and audited output data.
- Responsible for 23 subordinates providing daily work schedules, professional training, and accountable for over \$3.5 million in maintenance facilities and equipment.
- Responsible for the development of a SOP for office operations as well as a Continuity Book to aid in the frequent transition of personnel.

Requires excellent relationship management skills as they will be expected to interact with all levels of customers, decision makers, and technicians both internal and external.

- Instrumental in the fielding of over 70 Recruiter Workstations 1 month before deadline resulting in the organization being able to return the replaced laptops in for credit back to the budget sooner and the recruiter to be more efficient in the workplace.

Law Enforcement/Corrections – Deputy Jailer/Corrections Officer

DEPUTY JAILER/CORRECTIONS OFFICER...

Applicant should have good communication skills, be hard working, organized, self-motivated, detail oriented, honest, trustworthy, observant & have a high level of integrity.

Ability to Maintain discipline, law, & order over inmates & Detention Center; search & escort inmates; assist in cleaning & sanitation duties, keep accurate records, provide verbal and *written reports, other duties as assigned.*

Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly

Visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities

Law Enforcement/Corrections – Deputy Jailer/Corrections Officer Resume

Ability to Maintain discipline, law, & order over inmates & Detention Center; search & escort inmates; assist in cleaning & sanitation duties, keep accurate records, provide verbal and written reports, other duties as assigned.

- Provided area, designated zone, security patrols and reconnaissance of specified roads and routes. Personally conducted reconnaissance sketching overlays and preparing mission reports. Credited with assisting in two critical convoy-escort mission which were accomplished without incident.
- Processed and entered numerous military police reports.
- Qualified expert with the Beretta 9mm pistol, Colt M-16A2 5.56 mm rifle, Colt M-4 5.56mm rifle, the M-79 40mm grenade launcher, HK MP-5 and the 12 gauge shotgun.

Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly

- Presented field environment classroom and gave hands on instruction to security personnel on deployment procedures for weapons use, maintenance, and repairs with personnel on breakdown, reassembly, cleaning and basic use of weapons.

HR – Coordinator, Human Resources

Coordinator, Human Resources, [Mitsubishi Electric Automotive America, Inc](#) - Maysville, KY.

- Perform diversified duties in the Human Resources Department in the areas of associate relations, non-exempt staffing, payroll, benefits administration, and policy interpretation and application.

Develop recommendations and coordinate associate relations activity/special projects to maintain a positive employer-associate relationship and improve morale.

Maintain HRIS databases and/or Training databases to maintain documentation, verify accuracy of data, investigate causes of discrepancies and make necessary corrections.

HR – Coordinator, Human Resources Resume

Develop recommendations and coordinate associate relations activity/special projects to maintain a positive employer-associate relationship and improve morale.

- Design and supervise the management of a staffing matrix for over 600 middle-management personnel, to ensure placement meets the needs of the organization while addressing employee career development requirements.
- Created the organization's first professional development program for leaders, which increased job satisfaction and improved employee morale.

Maintain HRIS databases and/or Training databases to maintain documentation, verify accuracy of data, investigate causes of discrepancies and make necessary corrections.

- Organized the tracking of training files, training results, and suspense dates, achieving a 75% increase in meeting the resource goals and objectives set by management.

HOOAH!



Photo courtesy of DVIDs



Photo courtesy of DVIDs



Photo courtesy of DVIDs



Photo by Staff SGT
Christopher Muncy



Military

Civilian

Subordinates

Co-workers



Military

Civilian

Subordinates

Co-workers

Commander

Senior
Manager

Military

Civilian

Subordinates

Co-workers

Commander

Senior
Manager

Suspense

Deadline

Recap

- Personalize resume to the position
- Include your skills and abilities
- Translate military to civilian

Courses of Action



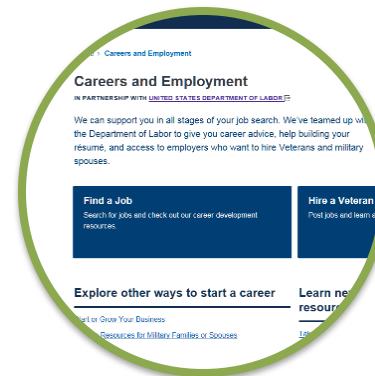
SFL-TAP Centers (Worldwide, Brick & Mortar, and Virtual Center)

- CRS Courses
- Specialized Seminars:
Dress for Success



SFL-TAP Online

- Hiring Events and
Employer Days
Calendar
- <https://www.sfl-tap.army.mil>



VA Veterans.gov

- Find a Job
- Link to American Job
Center Locator
- <http://veterans.gov/>

Questions?

- Don't forget to...
 - Update your ITP as needed
 - Receive credit for attending
- Make an appointment with an SFL-TAP Counselor
 - CRS: Completed Resume (civilian or federal)
- SFL-TAP Virtual Center, 1-800-325-4715,
<https://www.sfl-tap.army.mil/>

**Thank you for your service and
course participation!**