

Resume Instructions

- **Use this worksheet as a guide for creating your resume. It is highly recommended that you organize your information with this worksheet prior to attending the Resumix Workshop.**
- **The *Action* and *Concrete* Words on pages 2 thru 4 should be used in the description area when describing your major duties and tasks.**
- **When creating your resume, please be mindful that the Online Resume Builder (Resumix) limits you to 20 lines per paragraph for your description of major duties and tasks for each position.**
- **Make duplicate copies of the Work Experience page as needed.**

Action Words



A
accelerated
accomplished
accounted for
achieved
acquired
acted
adapted
added
addressed
adjusted
administered
advised
aided
analyzed
anticipated
applied
appointed
appraised
arbitrated
arranged
assembled
assessed
assisted
assumed
assured
attained
attended
authored
authorized
awarded

B
bolstered
boosted
bought
briefed
brought
budgeted
built

C
calculated
catalogued
caused
chaired
chartered
checked
chose
classified
closed
coached
collected
combined
compared
compiled
completed
composed
computed
conceived
concluded
conditioned
conducted
conserved
consolidated
constructed
continued
contracted
controlled

convinced
coordinated
copied
corrected
counseled
counted
crafted
created
critiqued

D
dealt
debated
decided
defined
delegated
delivered
demonstrated
designed
detailed
detected
determined
developed
devised
diagnosed
digested
diminished
directed
discovered
dispensed
dissected
distributed
drafted
dramatized
drew
dropped
drove

E
earned
edited
educated
elected
emphasized
employed
encouraged
enjoyed
enforced
enlarged
enlisted
ensured
entered
established
estimated
evaluated
examined
excelled
executed
exercised
expanded
expedited
explained
explored
extracted

F
familiarized
filed
financed
fixed
followed
forecast
foresaw
formulated
forwarded
fostered
founded

G

gained
gathered
generated
grabbed
graded
greeted
grossed
guided

H

handled
hastened
heightened
helped
highlighted

I

identified
illustrated
imagined
implemented
improved
included
incorporated
increased
indicated
influenced
informed
initiated
innovated
inspected
installed
instituted
insured
integrated
interpreted
interviewed
introduced
invented
investigated

J

joined

L

labored
launched
learned
lectured
led
licensed
listed
listened
located
looked

M

maintained
managed
mapped out
maximized
mediated
mentored
modeled
modified
monitored
motivated
moved

N

named
negotiated

O

observed
opened
operated
ordered
organized
overcame

P

painted
participated
perceived
performed
persuaded
pioneered
placed

planned
played
policed
prepared
presented
prevailed
processed
produced
profited
programmed
prohibited
projected
promoted
proofed
proved
provided
publicized
purchased

Q

qualified
quicken

R

rated
realized
reasoned
received
recommend
recorded
recruited
reduced
referred
related
rendered
renovated
repaired
reported
represented
rescued
researched
resolved
restored
resulted in
returned

reviewed
revised

S

saved
scheduled
scouted
screened
scrutinized
selected
sent
separated
served
set-up
shaped
shared
shipped
showed
shifted
simplified
sketched
smoothed
sold
solved
sorted
sought
spearheaded
specified
spoke
started
stated
stopped
straightened
stripped
studied
submitted
suggested
summarized
supervised
supported
supplied
surmounted
surveyed
synthesized
systematized

T

targeted
taught
team-built
tended
tested
tightened
told
totaled
toured
tracked
trained
transferred
transformed
translated
traveled
treated
tutored

U

uncovered
unearthed
unfurled
understood
understudied
undertook
unified
united
updated
upgraded
utilized

W

weighed
welcomed
worked
wrote

Concrete Words



Analysis

**Audio Visual
Equipment, AV**

Classification

**Code of Federal
Regulations, CFR**

Communications

Customer Service

Database

**Defense Civilian
Personnel Data
Systems, DCPDS**

**Department of the
Navy, DON**

Health Benefits

Human Resources, HR

Internet

Job Announcement

Lotus

Management

Microsoft Access

Microsoft Excel

Microsoft Office

Microsoft Word

Multimedia Projector

**Office Personnel
Folder/File, OPF**

Oracle

Personnel

Policies

Position Build

**Personnel Process
Improvement, PPI**

**Priority Placement
Program, PPP**

Presentations

Public Speaking

Qualification

Rating/Ranking

Regional Office

Regulations

Staffing

**Standard Form 52,
SF-52**

UNIX

RESUME WORKSHEET

Use this worksheet as a guide for creating your resume.
It is recommended that you organize your information with this worksheet prior to
accessing the Online Resume Builder.

PERSONAL INFORMATION

Name _____

Mailing address:

Street _____

City _____ State _____ Zip _____

Phone: Comm # _____ DSN # _____

EDUCATION (List High School/GED and past High School education)

High School/GED: _____

Date of Diploma: _____

College or University (include city and state): _____

Degree Obtained: _____ Year Degree Obtained: _____

Major Field of Study: _____ Grade Point Average: _____

Semester/Quarter Hours Completed: _____

College or University (include city and state): _____

Degree Obtained: _____ Year Degree Obtained: _____

Major Field of Study: _____ Grade Point Average: _____

Semester/Quarter Hours Completed: _____

College or University (include city and state): _____

Degree Obtained: _____ Year Degree Obtained: _____

Major Field of Study: _____ Grade Point Average: _____

Semester/Quarter Hours Completed: _____

PROFESSIONAL TRAINING (List any courses that you have completed and consider relevant to your career goal)

Course Name: _____

Length: _____ Completion Date: _____

PROFESSIONAL LICENSES AND CERTIFICATES (List current licenses and/or certificates, City and/or State Certification)

License/Certificate: _____

Expiration Date: _____

SAMPLE RESUME FORMAT

Tammy X. Waldo

SSN: 123456789 (no dashes)

111 Main Street
Anywhere, NJ 9999

Home Phone: (999) 123-4567

Work Phone: (999) 987-6543

DNS: 888-5678

E-mail Address: twaldo@hotmail.com

Announcement Number: OPN024680

EXPERIENCE:

Example: 01-2000 to present; 40 hours per week; Electrician; WG-2805-10; last promoted 01-2000; temporary employee; on temporary promotion; Pearl Harbor Naval Shipyard, 123 Wahoo Circle, Honolulu, HI 96818; Mr. Fred Smith, (808)474-344; may contact supervisor. Perform various tasks necessary to fabricate, assemble, install, overhaul, test, troubleshoot, and complete final operational check-out of electrical motors and equipment, electrical harnesses, junction box assemblies, panel assemblies, relays, electrical systems. Responsible for performing continuity and power checks on electrical harnesses in conjunction with continuity checks; working to verbal or written specifications utilizing blueprints, wiring diagrams, and work sketches as assigned.

Example: 04-1985 to 01-2000; 40 hours per week; Engine Mechanic; \$14.92 per hour; last promoted 12-1998; permanent employee; not on a temporary promotion; Boeing, Seattle WA 98124; Mr. John Doe, (206) 333-3333; may contact supervisor. Performed trouble diagnosis and repair of airplane engines. Work included engine assemblies and accessories. Was responsible for modifying, adjusting, troubleshooting, disassembling, and assembling engines, parts, components, and accessories. Followed safety practices and procedures.

EDUCATION:

Provide name of high school, whether H.S. Diploma or GED and date completed. For post high school education, provide name of state college or university (include city and state), type and year of degree obtained (if applicable), major field of study, grade point average, and semester/quarter hours completed. Transcripts or lists of specific courses are not required unless specifically requested by a recruitment publication, flyer or announcement.

TRAINING: List any courses that you have completed and consider relevant to your career goals, Include course name, length, and completion date.

LICENSES/CERTIFICATES: List current licenses, certificates, and/or contracting warrants. Identify the city and/or state of certification and expiration date, if any. If you have Defense Acquisition Workforce Improvement Act (DAWIA) or Firefighter certification, identify the level and position category.

APPRAISALS & AWARDS: List current performance ratings, awards, honors, and recognition's, including date(s) of receipt.

U.S. MILITARY SERVICE INFORMATION: If you have served active duty in U.S. military provide the following information: List dates and branch of service for all periods of active duty military service, including reservist/guard time called or ordered to active duty. List any campaign badges or expeditionary medals received. Provide type of last discharge and, if discharged prior to full period of active duty, provide reason. If retired military, provide date and rank of retirement.

OTHER INFORMATION: List any information relevant to your career goal(s). Such information may include publications, language proficiencies, memberships in professional organizations or honor societies, membership in Acquisition Professional Community (APCO, leadership activities, etc.

RESUME WRITING TIPS

1. Resume Essentials

Before you write, take time to do a self-assessment on paper. Outline your skills and abilities as well as your work experience.

2. Resume Content

All of your contact information should go at the top of your resume. (i.e., name, address, telephone, e-mail address)

- Avoid nicknames.
- Use a permanent address.
- Use a permanent telephone number and include the area code. If you have an answering machine, record a neutral greeting.
- Add your email address. Many employers will find it useful.

Education

- Your most recent educational information is listed first.
- Include your degree (A.S., B.S., B.A., etc.), major, institution attended
- Add your grade point average (GPA)
- Mention academic honors.

Work Experience

Briefly, give an overview of work that has taught you skills. Use action words to describe your job duties. Include your work experience in reverse chronological order – that is, put your last job first and work backward to your first, relevant job.

3. Resume Checkup

You've written your resume. It's time to have it reviewed.

- Run a spell check on your computer before anyone sees your resume.
- Ask another person to proofread. The more people who see your resume, the more likely that misspelled words and awkward phrases will be seen (and corrected).

PROOFREAD, PROOFREAD, PROOFREAD

These tips will make your resume easier to read and/or scan into an employer's database.

- Use white paper.
- Use 8-1/2 x 11-inch paper.
- Print on one side of the paper.
- Use a font size of 10 to 14 points
- Use non-decorative typefaces. (courier, times new roman, arial)
- Choose one typeface and stick to it.
- Avoid italics, script, and underlined words.
- Do not use horizontal or vertical lines, graphics, or shading.
- Do not fold or staple your resume
- If you must mail your resume, put it in a large envelope.

Source: National Association of College and Employers