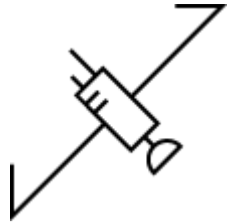




How to Create a Compelling Resume



"We're going to let you in on a little secret: The average recruiter or hiring manager spends 6 seconds reading a resume."
- Glassdoor

Below is an example of a clean, formatted resume that will help you pass the 6-second test, make an impression, and land you in the "yes" pile.

Luke Sanders

Cell: 123-555-4242 | Luke.Sanders123@fakemail.com | https://www.linkedin.com/in/luke_sanders253
Cincinnati, OH – Willing to Relocate

CAREER SUMMARY

Former Marine with strong avionics and equipment maintenance background; self-motivated supervisor who has been awarded progressively more responsible roles; and a strong communicator who is results-driven with an enthusiastic attitude toward supporting an organization's overall mission.

Current Top-Secret clearance with SCI. SSBI completed 2017

PROFESSIONAL EXPERIENCE

ABC Transportation, Cincinnati, OH
Work Equipment Supervisor, System Production Teams 2019-present

- Supervised heavy equipment maintenance for three teams of 25 machines
- Led a team of six mechanics, including scheduling and payroll
- Oversaw budget, equipment moves and safe operation of three curve patch teams
- Conducted safety inspection and documented observation periods IAW established ABC Transportation policy

Assistant Supervisor James Park Roadway Equipment Shop 2017-2019

- Conducted pre-shop and in-service inspection of roadway equipment being rebuilt at James Park Roadway Shop
- Authored series of forms to organize tracking of progress through the rebuild process
- Used various inspections to communicate machine problems and improve rebuild quality
- Executed Safety Observations in accordance with SLP guidelines

United States Marine Corps
Avionics Work Center Supervisor, VMA-542, MCAS Cherry Point, NC 2010-2018

- Supervised a crew of 20 technicians responsible for maintenance, repair and safe operation of a fleet of 15 AV8B aircraft
- Assigned maintenance actions and balanced workload with flight schedule
- Troubleshoot and repaired electrical portions of aircraft radar, communications, navigation, weapons, identification and flight control systems
- Performed time-based inspections and preventative maintenance
- Inspected (QA) all work and provided safe-for-flight sign-offs

SKILLS AND TECHNICAL PROFICIENCIES

Office Environment: Microsoft Office, copy and printing machines, proprietary parts logistics software, RepairLink catalog software

Mechanical Proficiencies: Issue diagnosis and repair on large and/or complex vehicles (electronics, engine, suspension, HVAC, fuel systems, air brakes, etc.), use of a variety of power and manual tools and equipment, general knowledge of large automobile, heavy equipment, and fixed-wing VTOL aircraft power systems.

EDUCATION AND TRAINING

Navy Aircraft Electrical and Electronics Systems School (NAEES), Pensacola, FL 1996 – 1997

Contact info: Including a professional email and phone number is standard so that a recruiter can get in touch with you.

List experiences in reverse chronological order: List your most recent experience first. This is preferred format for recruiters to see your progression in roles

Use bullet points to present accomplishments. Start each statement with an action verb such as "led", "organized", "built, etc. Quantify when possible.

Have a clearance? Consider including any active security clearance you hold. If a clearance is stated as a requirement in a job descriptions, then include it.

Keep the format simple. Have clear section headers and enough white space so the document is easy to read. In addition, use standard fonts like Times New Roman, Calibri, or Arial.

Highlight skills and technological proficiencies. List skills or technologies that are included in the job description

Convey translatable skills. Read through job description carefully to ensure relevant and translatable skills are front and center.

Be mindful of the reader. Military acronyms might be confusing for a recruiter who doesn't have a military background

Leave out irrelevant info (i.e. high school school part-time job at the movie theater or your proficiency in computers.

Don't go overboard. Using fancy graphics or formats can make it difficult for your resume to be read by an applicant tracking system