

## **SAMPLE RESUME**

NAME: (Last, First, Middle)  
RANK: Sergeant  
SSN: 000-00-0000

ADDRESS: Street Address  
City, State ZIP  
Telephone Number  
email:

UNIT: 999th PSC, XXARNG  
Street Address  
City, State Zip  
Telephone number  
email:

**OBJECTIVE:** To obtain an appointment as an ARNG warrant officer, in duty MOS 420A, Military Personnel Technician.

**PERSONAL DATA:**

Date of Birth: 16 Jun 72  
Height: 6'  
Weight: 178  
Health: Excellent

Marital Status: Married  
Dependents: 2  
MOS: P75D20 S63B20

**CIVILIAN EDUCATION:** (This should agree with Block 2s of the NGB Form 62-E)

Bachelor of Science, University of Maryland, College Park, MD;  
Associate of Arts, Central Texas College, Killeen, TX;  
Diploma, Orchard View High School, Muskegon, MI

**MILITARY EDUCATION:** List in order from most recent to training first attended/completed.

12 Jan 00 - 11 Apr 00  
BNCOC  
US Army Soldier Support Center  
Fort Jackson, SC

List individual accomplishments first. If distinguished graduate or honor graduate, then bold or underline this achievement, however, do not use special effects to excess. Stress MOS related subjects. How is school relevant? Indicating Mid-level management school or just listing the scope is not very descriptive.

6 Aug 97 - 1 Sep 97  
PLDC  
NCO Academy  
Camp Jackson, Korea

The Resume is very important as it shows your ability to communicate in written form. Make it reader-friendly; limit acronyms. Use easily understood terms. Write at the 12th grade level; use a thesaurus to help with vocabulary. Spelling and grammar errors will degrade a packet; ensure you do spell and grammar checks.

Personnel Management Specialist Course  
1 Feb 97 - 12 Mar 97  
US Army Soldier Support Center  
Fort Jackson, SC

Can list correspondence courses but not sub-courses.

**MILITARY EXPERIENCE:** List ALL military assignments

Jul 00 - Present  
Personnel Records Supervisor  
257th PSC, XXARNG

Concise job description focusing on the unique characteristics of your specific position. List outstanding achievements and extra duties while assigned to position.

Jul 98 - Jun 00  
Records NCO  
Fort Jackson, SC

Can underline or **Bold** any significant achievements, impact awards, receipt of unit coins or certificates of achievement.

Jun 97 - Jun 98  
Levy Clerk  
A Det 516th PSB  
APO AP 96205, Korea

Focus on measurements of success not a job description, but how well you did the job. Use NCOER bullets as a reference. Bold or underline deployments or make a separate assignment entry if deployment was for several months.

**CIVILIAN EXPERIENCE PERTINENT TO MOS 153A:**

Jan 96 - Dec 96  
Secretary  
Kelly Temporary Services  
Grand Rapids, MI

Use same guidance as above. Explain any relevant experience or training you obtained that pertains to the requested warrant officer MOS. If your civilian experience is not relevant the leave this entire section blank.

**SUMMARY:**

Write a paragraph or two explaining why you are fully qualified to perform the duties of a warrant officer in your skill and how your selection will benefit the Warrant Officer Corps and the United States Army. This is a very important part of the resume. Remember the acronym BLUF for Bottom Line Up Front. Make this a call to action but do so without turning off the reader. State why you should be selected. Mention below-the-zone promotions, impact awards, noteworthy distinctions while in training/schools, deployments, and other significant achievements and accomplishments. Use these factors in explaining that you should be selected because you are exceptionally qualified and have all the leadership skills needed. It is a good idea to restate all of your significant accomplishments and achievements in your summary of why you should be selected.

**SIGNATURE & DATE**

**Other notes:**

- Use plain white paper, black ink and 12 point font
- Use a standard font such as Arial or Times New Roman
- Don't go through a big expense.
- Prepare the resume yourself, but do a quality job.
- If you are non-Army, the resume takes on increased importance in conveying your qualifications to become an Army Warrant Officer.