

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.

Civilian/Technician Employment History

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

MATES, FMT-C, Camp Shelby, MS
Surface Maintenance Mechanic, WG10 March 2014 – Present

- 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

- 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 tool box inventory, test equipment, jacks, multi-meters, 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 rank/grade, MOS/AFSC and military unit of assignment on your resume? This is a **MANDATORY requirement** for your resume to make it through the qualification process!
- Mississippi National Guard, Mississippi Army National Guard and Mississippi Air National Guard are NOT acceptable military units of assignment (see below).
- 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)