

# SACC *Service Academy Career Conference*

## Resume Writing Guide

In order for us to provide your résumé to the hundreds of potential employers that attend the SACC, you will be required to submit a **one page** resume with your SACC registration. You may bring a longer version with you to the job fair to hand to recruiters as you meet them. **Please follow the guidelines below and DELETE the headings “Name, Address, Tel” after you enter your personal information.**

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**Name:** Your full legal first name, middle initial, full legal last name – **no nicknames** – the name on your registration must match the name on your resume.

**Street, City, State, Zip (one line):** Where would a potential employer write to you or send you information? If you are deployed out of country you may want to arrange information to be sent to a family member.

**Tel / e-mail:** Current telephone and email addresses. If you close an email account, be sure to remove it from your resume. If you change phone numbers, or disconnect a cell phone to deploy, be sure to make the necessary changes on your resume prior to submitting it to SACC.

**Availability Date/Geographical Preference:** Ask yourself “When will I be able to start work? While it is certainly understandable that you may decide to complete a grad school program, or take some time to be with your family, take that in to consideration when you select this date. Do not frustrate a potential employer by stating on your resume “I will transition in July of 2008”...then when they discuss a job opportunity you tell them “But I need to complete my MBA program.”

**Objective: (2 lines):** This should be a clearly and succinctly stated objective or goal. This should be two – three sentences max. Many employers will look at this objective – and decide based upon your objective if they will read the rest of your resume.

**Clearance Level (if applicable):** Many employers value – or require a clearance level. If it is not current – state that it is not current. Date of expiration or adjudication is appropriate.

**Education/Degree:** List education (not high school), including special schools, certifications, classroom study you have had as a military officer, War College, MBA’s, etc.

**Experience (chron order):** State from most recent or current – back to your Academy information and matriculation date. This should include your rank in the position; Title of the Position and the start and end dates (month and year are fine) for that position. CLEARLY and SUCCINCTLY state the responsibilities in that role (one – two sentences).

Then bullet or list the major achievements you attained in that position; also include any exceptional personnel rankings; performance evaluation comments.

**NOTE:** For mid-level to senior officers it is fine to “lump together” your fist two or three positions as an officer to enable you to compile a one page resume. Focus on your last two or three positions in the military and highlight achievements in those roles.