

Sample Content See Main Page For Resume Templates

New York National Guard – Infantry at 1st Battalion 69th Infantry
68 Lexington Ave, Manhattan, NY 10016
Supervisor: Dave Armstrong (711) 987-3782

September 2020—Present
\$6,000/Year
1 Week/Month

Duties: Educate and present information to 20-30 soldiers on field safety, wilderness survival, land navigation and field technology. Participate in the development of planning documents that outline logistical support, personnel requirements, job site overview, and timelines. Present all aspects of documents to relevant personnel while explaining their duties that support the operation. Create demonstrations for soldiers that include basic skills training, hand to hand combat, weapon utilization, first aide, and security protocol. Assist with the coordination of planning and implementation of activities related to numerous programs, to include land navigation, weapon safety, and boundary surveillance.

United States Army- Infantry
66-449 Paalaa Rd, Haleiwa, HI 96712
Supervisor: MAJ Payne 1(254) 234-0101

August 2015—December 2018
\$25,000/Year
70 hr/Week

Duties: Guided personnel through training exercises that include movement techniques ranging from individual to team tactics according to military doctrine. Maintained accountability and functionality for thousands of dollars worth of equipment including weapons, night vision goggles, communication devices, body armor, and humvees. Maintained physical standards by continuous conducting physical fitness, ensured physical and mental readiness. Maintained firearm safety procedures and firearm proficiency on all issued weapon systems.

United States Marines Corps- Precision Measurement Technician
2345 Airfield Rd, Yuma, AZ 85365
Supervisor: LT Dan (254) 234-0101

August 2015—December 2018
\$30,000/Year
70 hr/Week

Duties: Managed 50 plus Marines daily to ensure they are at their appointed place of duty. Supervised calibration maintenance on a number or electronic, pressure, and torque systems for maintenance. Director of administration and office delivery to ensure support equipment was issued properly. Instructed 50+ junior personnel on Naval Aviation Maintenance Program procedures that included, quality assurance, safety guidelines, application of maintenance standards, and repair of aeronautical equipment. Mentored junior Marine by conducting counseling sessions and delivery of military standards. Recorded and tracked over 1,000 pieces of aircraft equipment to be calibrated at certain intervals. Developed positive repour with customers to make sure equipment is well maintained and delivered on time.

United States Air Force- Aerospace Ground Equipment Craftsman
7981 Georgia St, Hill AFB, UT 84056
Supervisor: Pete Maverick (254) 234-0101

August 2015—December 2018
\$31,000/Year
70 hr/Week

Duties: Performed scheduled and unscheduled maintenance on AGE. Inspected, tested, and operated AGE to determine equipment serviceability and proper operation. Diagnosed mechanical and electronic circuitry malfunctions using visual and auditory senses, test equipment, and technical publications. Removed, disassembled, repaired, cleaned, treated for corrosion, assembles, and reinstalls AGE accessories and components. Stenciled and marked AGE. Services equipment with fuel, oil, coolant, water, hydraulic fluid, and air. Inspected and approved completed maintenance actions. Prepared AGE for storage, shipment, and deployment. Solved repair problems by studying drawings, wiring diagrams, schematics, and technical publications. Used automated maintenance system to monitor maintenance trends, analyze equipment requirements, maintain equipment records, and document maintenance actions. Analyzed and repairs ground support equipment using conventional and digital multimeters, voltmeters, ohmmeters, oscilloscopes, circuit card testers, and hand tools.

United States Navy- Musician

August 2015—December 2018

3455 Senn St, San Diego, CA 92136
Supervisor: Kenneth Colins (254) 234-5678

\$31,000/Year
70 hr/Week

Duties: Provided ceremonial and entertainment services to enhance Navy presence and coalition building initiatives, support recruiting goals, inspire patriotism, enhance community awareness and public relations as member of Navy unit bands. Performed on over 1000 engagements throughout an 6-state region for live and televised audiences of over 1 million. Maintained 35 personnel files, processed 60 leave requests, 150 personnel transactions, and resolved all pay and travel allowance issues with zero discrepancies. Led two collegiate masterclasses at the University of Utah speaking, instructing, and performing for a 25-member flute studio in 2015. Received letter of commendation as Flutist and head librarian for U.S. Fleet Forces Band and selection as junior sailor of the quarter. As head librarian, responsible for inventory and maintenance of 10,000 total musical selections valued over \$100,000. Oversaw preparations for the "2014 Virginia International Tattoo" Mass Band music flip folders for Fleet Forces Band resulting in timely distribution of 500 musical selections 8 days ahead of schedule. Facilitated 35 physical readiness test evolutions resulting in 100% physical readiness for the command during Spring 2016.

ARMY

HONORS & AWARDS

WVU Dean's List	2019-2021
Non-Commissioned Officer Professional Development Ribbon	August 2021
Air Assault Badge	March 2019
Army Good Conduct Medal	August 2018
Army Achievement Medal	May 2017

JOB RELATED TRAININGS

Air Assault	September 2021
Advanced Leader Course	August 2021
Basic Leader Course	March 2019
Level 1 Antiterrorism Awareness Training	August 2018
Risk Management Course	August 2017
Basic Training	August 2015

AIR FORCE

HONORS & AWARDS

WVU President's List	2019-2021
Air Force Achievement Medal	August 2021
Air Force Good Conduct Medal	March 2019
Air Force Commendation Medal	August 2018

JOB RELATED TRAININGS

Airman Leadership School	2019-2021
Non-Commissioned Officer Academy	August 2021
AIT Specific School	March 2019
Basic Training	August 2018

MARINES

HONORS & AWARDS

WVU Deans List	Spring 2022
Tillman Scholars Program	2021-2022
Selected Marine Corps Reserve Member	2019-2021

Navy and Marine Corps Achievement Medal	August 2021
National Defense Medal	August 2020
Global War on Terrorism Medal	August 2019

JOB RELATED TRAININGS

WVU Dean's List	2019-2021
Advanced Radio Operator Course	August 2021
Combat Life Saver Course	March 2019
Field Radio Operator Course	August 2018

NAVY

HONORS & AWARDS

WVU Deans List	Spring 2022
Selected Marine Corps Reserve Member	2019-2021
Navy and Marine Corps Achievement Medal	August 2021
National Defense Medal	August 2020
Global War on Terrorism Medal	August 2019

JOB RELATED TRAININGS

Trident Exterior Communication Subsystem Level 1 Operator	August 2021
Tactical Computers and Network Operator	August 2018
Electronics Core Apprentice Technical Training	August 2017
Basic Enlisted Submarine	August 2016
Basic Military Training	August 2015

Military websites for trainings, positions and more:

<https://jst.doded.mil/jst/>

- Login with CAC
- My Transcripts sections
- Use drop down box to look for "my complete JST"
- It will give you the option to download the document
- The other options will be basic JST and JST summary

<https://milconnect.dmdc.osd.mil/milconnect/>

- Login to Milconnect with CAC
- Click on document tab
- Choose the DODTAP Transition Assistance Program
- Click VMET
- There will be a downloadable document and cover letter (cover letters are not super helpful) on this page

Position Description Database:

<https://acpol2.army.mil/fasclass/inbox/default.asp>

Series # 0200, 0300, 0400, 0500, 0800, 1100, 1300, 2200, 3500:

<https://www.doi.gov/pmb/hr/classification>

Engineer, hydrologist, geologist, grants, IT, HR. Manager, accountant, Financial Systems, ECT:

<https://www.usgs.gov/human-capital/nationwide-standard-position-descriptions>

Accounting and Attorney PD's:

<https://www.commerce.gov/hr/practitioners/position-management/descriptions>

Air Force Civilian Position:

<https://afciviliancareers.com/>

FEMA

<https://www.fema.gov/emergency-managers/nims/components/positions>