**Sample Content See Main Page For Resume Templates**

**New York National Guard –** Infantry at 1st Battalion 69th Infantry September 2020—Present

68 Lexington Ave, Manhattan, NY 10016 $6,000/Year

Supervisor: Dave Armstrong (711) 987-3782 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 August 2015—December 2018

66-449 Paalaa Rd, Haleiwa, HI 96712 $25,000/Year

Supervisor: MAJ Payne 1(254) 234-0101 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 googles, 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 August 2015—December 2018

2345 Airfield Rd, Yuma, AZ 85365 $30,000/Year

Supervisor: LT Dan (254) 234-0101 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 August 2015—December 2018

7981 Georgia St, Hill AFB, UT 84056 $31,000/Year

Supervisor: Pete Maverick (254) 234-0101 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 $31,000/Year

Supervisor: Kenneth Colins (254) 234-5678 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>