

Military MOJO Sample Resume Format

(this sample is Arial Narrow 12pt font with .8 margins at top, bottom, sides)

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AVAILABLE: Immediately (or Month/Year)

CAREER TRACK: Finance, IT, Operations, Project Management, Consulting, Sales, etc. *Keep it concise – hit the wavytops; and no longer than 2-3 lines – a brief summary highlighting experience – do not refer to yourself in third person or state what position you want. Employers are interested in relevant experience – not how you see yourself.*

CLEARANCE: If still active

LANGUAGES: If relevant

EDUCATION: State highest Degree – then undergraduate, etc.

EXPERIENCE: *Chronological order Do not go back more than 10 years; Keep at **ONE PAGE RESUME** since recruiters only review for 20-30 seconds; Highlight what is relevant to your career goals and job(s) you are seeking; State quantifiable data; Budgets (if relevant); Number of staff you supervised (if relevant); Achievements/Awards. We will assist with all of this and help translate your skill sets so you present at your best to employers at the Career Fair.*

FORMAT ADVICE:

Contact Info: Include your address, phone, email; Make it easy for employers to contact you. If you are willing to relocate then state at the top: **Willing to Relocate for Job**

Font Type: Ariel Narrow; Garamond; Cambria – something easy to read that scans well; No graphics, colors or photos of yourself;

Font Size: **No smaller than 11pt font** – if resume is difficult to read the recruiters will move on to the next resume;

Extra Resumes: Bring 25-30 copies (one-page resume) to the career fair on white copy paper – nothing that will not scan well and do not have your photo on the resume. Bring multiple resume versions for different companies you are targeting; Apply for jobs in advance and bring a copy of the job description and job # you applied for – this is helpful to the recruiters and shows you are prepared and interested in their organization.

RESUME ASSISTANCE

Our two career coaches (Tom & Rich) are prior military and prior corporate recruiters; They contact each candidate who registers, so when they phone or email you please respond in a timely manner; They will provide individual resume review and career consultation, so you present at your best to the employers at MOJO.

REMEMBER – A GOOD RESUME WILL BE READ