

Executive Writing Services

Military Résumé Form

Hillcrest Landing, 7559 Main Street #310 ❖ in the heart of Ralston, Nebraska 68127 ☎ (402) 399-9853

✓ Visit us on the Web at www.writearesume.biz and our blog at www.ews.blogspot.com Email us at ews@juno.com

Copyright © 2007 Executive Writing Services — All Rights Reserved.

Date of Appointment: _____

Name as it will appear on your documents: _____

Street, Apt.# _____ City _____ State ____ Zip _____

① Home Phone: _____ ② Business/Email/Other: _____

Should we include your other phone#(s) on your résumé? Yes No

This form is for your convenience and to save you money. If you have your information fully or partly on paper, this will keep your costs down and save your writer time. If you bring in an old résumé, job description, evaluation, transcript, or rough notes that contain some of the below requested information, then you can leave blank those parts of this form. Your consultation will still be free of charge and with no obligation.

Entered Military Date: _____ Official Separation Date: _____ Rank: _____

Available for Employment Date: _____ Security Clearance: _____

Career Objective(s): *State here if you can the position or the career field or industry which this résumé will target (when the personnel manager reads your résumé, he will want to know for which position or positions you are applying.) You may want more than one objective to address more than one career field.* _____

Skill Inventory or Summary of Qualifications: *Leave this section blank for now if you want. Sometimes in a résumé we list a person's specific skills, professional attributes, abilities, and capabilities. You may want to include computer languages and software, typing speed, communications ability, equipment or machinery experience, or whatever. Your writer may suggest a Summary Section and what to include.* _____

Include Willing to Relocate? Yes No — Include Willing to Travel? Yes No

Include Geographic Preference? Yes No _____

Also bring in your APRs, EPRs, OERs, Evaluations, Job Descriptions, Training Certificates, Award Citations, Transcripts, Etc.

Professional Licenses, Certification, Registration, Credentials, Foreign Languages? _____