

# MILITARY TO CIVILIAN RESUME

Pro Tip: Tailor your résumé to match the job description.  
For a review, email: [oel@nmsu.edu](mailto:oel@nmsu.edu)



## Milly Civil

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### SUMMARY OF QUALIFICATIONS

- Four years of technical acumen and competency in computer systems installation, testing, maintenance, repair, and network administration
- Nine years in U.S. Army service, Rank: Sergeant Major
- Two years of supervisory and organizational skills experience leading a team of diverse staff in dynamic environments
- Strong record of problem-solving success in high-pressure, operational settings
- Exceptional communicator, skilled in peer and team development

### EDUCATION

**Bachelor of Business Administration in Information Systems** 05/20XX  
New Mexico State University (NMSU) Overall GPA: 3.75/4.00 | Major GPA: 4.00/4.00

#### Honors and Awards

- Army Achievement Award (Advanced Individual Training: 20XX) - Commandant's List Recipient
- Army Achievement Award (Advanced Individual Training: 20XX) - Excellence as Squad Leader
- Army Achievement Award (Advanced Individual Training: 20XX) - Outstanding Soldier Class Recognition
- Army Achievement Award (383D QM Battalion HHC 20XX) - Excellence in Support - Best Warrior Competition
- Basic Leadership Course (Non-Commissioned Officer Academy) Distinguished Honor Graduate – 08/20XX

### EXPERIENCE

**Information Technology Specialist** 10/20XX – 05/20XX  
U.S. ARMY El Paso, TX

- Maintained, processed, and troubleshoot computer systems/operations, providing technical support and configuring security equipment for team of 642 staff members
- Disseminate guidance, procedures, and policies regarding computer security
- Reviewed threat and vulnerability assessments, recommending cost-effective security countermeasures and recovery plans for network data
- Studied latest market trends and researched current information technology advancements
- Worked with portable network systems capable of supporting up to 1,000 users in deployment

**Human Resources Specialist** 2/20XX – 09/20XX  
U.S. ARMY Fort Hood, TX

- Provided support for 30+ soldiers on overall welfare and well-being while assisting leaders with keeping soldiers combat-ready and effective
- Assisted on all human resource support, i.e. soldier in-processing, updated healthcare documentation, tracked promotional status changes, and provided briefs for leadership meetings
- Oversaw physical assessment for strength management, strength distribution actions, and safety protocol on a yearly basis

**Platoon Leader** 08/20XX – 01/20XX  
U.S. ARMY Fort Hood, TX

- Supervised a 50-person team, provided individual coaching and mentorship to foster professional development
- Developed and facilitated a comprehensive training program that led to 100% certification of critical tasks and team's excellence in light infantry
- Ensured equipment's operational readiness by scheduling and overseeing regular maintenance of vehicles and radio equipment, valued at more than \$2 million

### SKILLS & CERTIFICATIONS

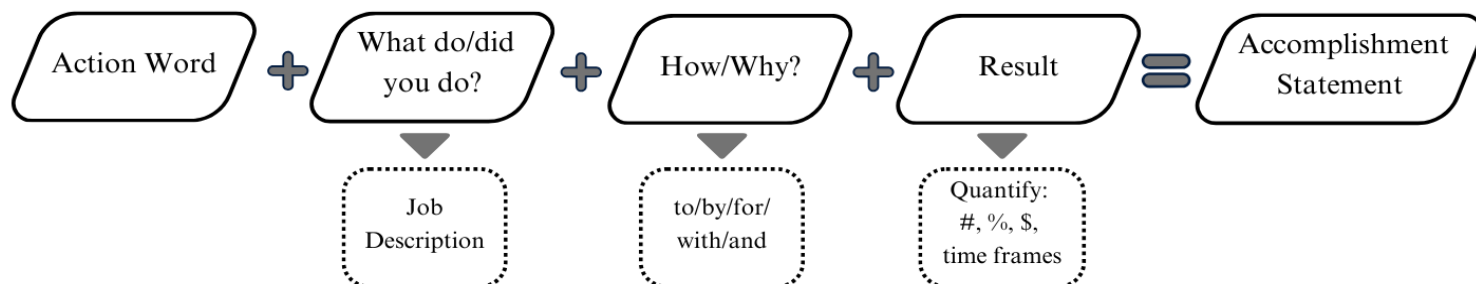
- Familiar with cyber security, network security
- Knowledgeable in JavaScript and SQL
- Previous security clearance
- Project Manager (Coursera Career Academy) 05/20XX



# Accomplishment Statements

**Accomplishment Statements** are bullet-point descriptions in the experience section of your résumé that highlight your relevant skills, abilities, and contributions to an organization.

*See examples of accomplishment statements in the “Experience Section” on page one.*



## Action Words

Verbs that strongly promote your skills and accomplishments.

### Communication (Oral/Written)

Address	Demonstrate	Express	Review
Author	Draft	Interpret	Speak
Share	Edit	Persuade	Write
Convey	Negotiate	Present	Respond
Network	Connect	Promote	

### Teamwork/Collaboration

Assist	Consolidate	Organize	Schedule
Brainstorm	Construct	Orient	Supervise
Calculate	Demonstrate	Plan	Support
Collaborate	Envision	Process	Unite

### Critical Thinking/Problem Solving

Analyze	Devise	Increase	Research
Assess	Diagnose	Integrate	Supervise
Compare	Evaluate	Measure	Synthesize
Determine	Execute	Organize	Verify

### Technology

Access	Design	Implement	Maintain
Analyze	Develop	Integrate	Manage
Calculate	Engineer	Install	Troubleshoot
Coordinate	Program	Launch	Organize
Deliver			

### Leadership

Administer	Encourage	Guide	Oversee
Assess	Establish	Manage	Recruit
Clarify	Facilitate	Mentor	Supervise
Create	Direct	Motivate	Train
Delegate			

### Professionalism/Work Ethic

Achieve	Deliver	Exceed	Produce
Act	Demonstrate	Handle	Reach
Adapt	Drive	Improve	Simplify
Evaluate	Establish	Implement	Work

### Career & Self Development (Confidence/Advocacy)

Advise	Defend	Inform	Facilitate
Advocate	Diagnose	Master	Supported
Coach	Enhance	Negotiate	Guide
Communicate	Expand	Consult	Pursue