LEARNING AND DEVELOPMENT
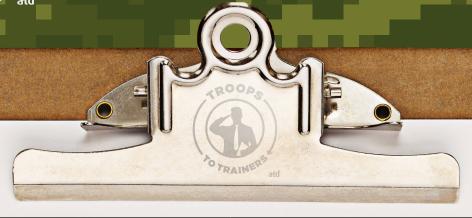
☑ RESUME TIPS FOR TROOPS

DO	DON'T
☑ Keep the page count to 2 pages	☒ Use a document header (recruiting technology systems will not recognize them!)
☑ Use a Moderate (Word default) margin	☒ Use stylized fonts (such as **Comic Sans**)
☑ Use Arial, Calibri, Tahoma, or Times New Roman	☒ Use long lists of accomplishments; keep a subset of bullets with 3-5 items
☑ Use a 16-point font for your name and 10-point font for the body	☒ Write paragraphs or complete sentences
☑ Use the same font throughout or one font for headings and one for body.	☒ Use more than 2 pages in your resume (10 years per page)
☑ Use bullets for text describing accomplishments and leave a 6-point space between bullets	☒ Let typos stop you from getting the job you want! Copyedit and run spell check every time you make a change to your resume
☑ Use headings and sub-headings to keep information easy to understand	

CONTACT INFORMATION

Put your contact information at the top of your resume, but not in the header. Include your name and phone number at the top of each page. Here's what you should include in your contact information:

1. Name (Don't include nicknames unless you're applying for a disc jockey position.)

2. Cell phone number(s)

3. Private email address

4. LinkedIn profile address

5. **Home of Record:** Don't put down the address you have now unless you intend to stay in that location. Civilian employers may assume you need relocation costs covered. Use the city and state of where you want to live. Use an actual street address only if want to show proximity to an office.

SUMMARY

- ☐ Show what is unique and distinct about you and create desire to learn more. See the Personal Branding Tips sheet about value statement.

- ☐ Remember, be authentic and let your personality shine through.

- ☐ Translate all military terms into civilian ones when possible—remember the recruiter reading your resume has likely never been in the military. Instead of non-commissioned officer, try supervisor. Instead of a company grade officer, use operations manager.

WORK HISTORY

Consider what career path you are targeting. Trainers and development professionals are educators, so be sure to include any training you helped facilitate and programs you helped to create. Group training into categories.

- ☐ Soft skills like leadership development, strong communication skills, adaptability, and innovation are in high demand for talent development professionals.

- ☐ Technical skills are highly regarded today. Highlight any training or work with artificial intelligence, automation, or online learning systems.

- ☐ Search your desired career and position; include keywords you see within those descriptions when applicable to your resume.

ACCOMPLISHMENTS

- ☐ Focus your long list of accomplishments to contain just the past 5-7 years unless it was something like the Medal of Honor. Explain medals that you have achieved for the layman; be specific about why you received it.

- ☐ Use the model Problem—Action—Result to describe achievements, such as "Saved my platoon $2 million by devising a new process for . . ."

- ☐ Start all bullet points under accomplishments with action words to create impact, like "Saved," "Created," "Developed," or "Led."

EDUCATION

Education background should be included at the end of your resume.

- ☐ Your most recent degree or certificate should be listed first.

- ☐ Include the name of the educational institution, followed by the name of the degree and the major.

- ☐ Do not include your GPA.

VOLUNTEERING AND NETWORKS

Be sure to include your volunteer work and the groups you have joined—especially if they pertain to training and development. If you joined the local ATD chapter, say so! If you helped teach senior citizens computer skills or trained a Boy or Girl Scouts troop, put that down too.

TROOPS TO TRAINERS atd

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