

One-Page Resume Template – The Anatomy of an Effective Resume

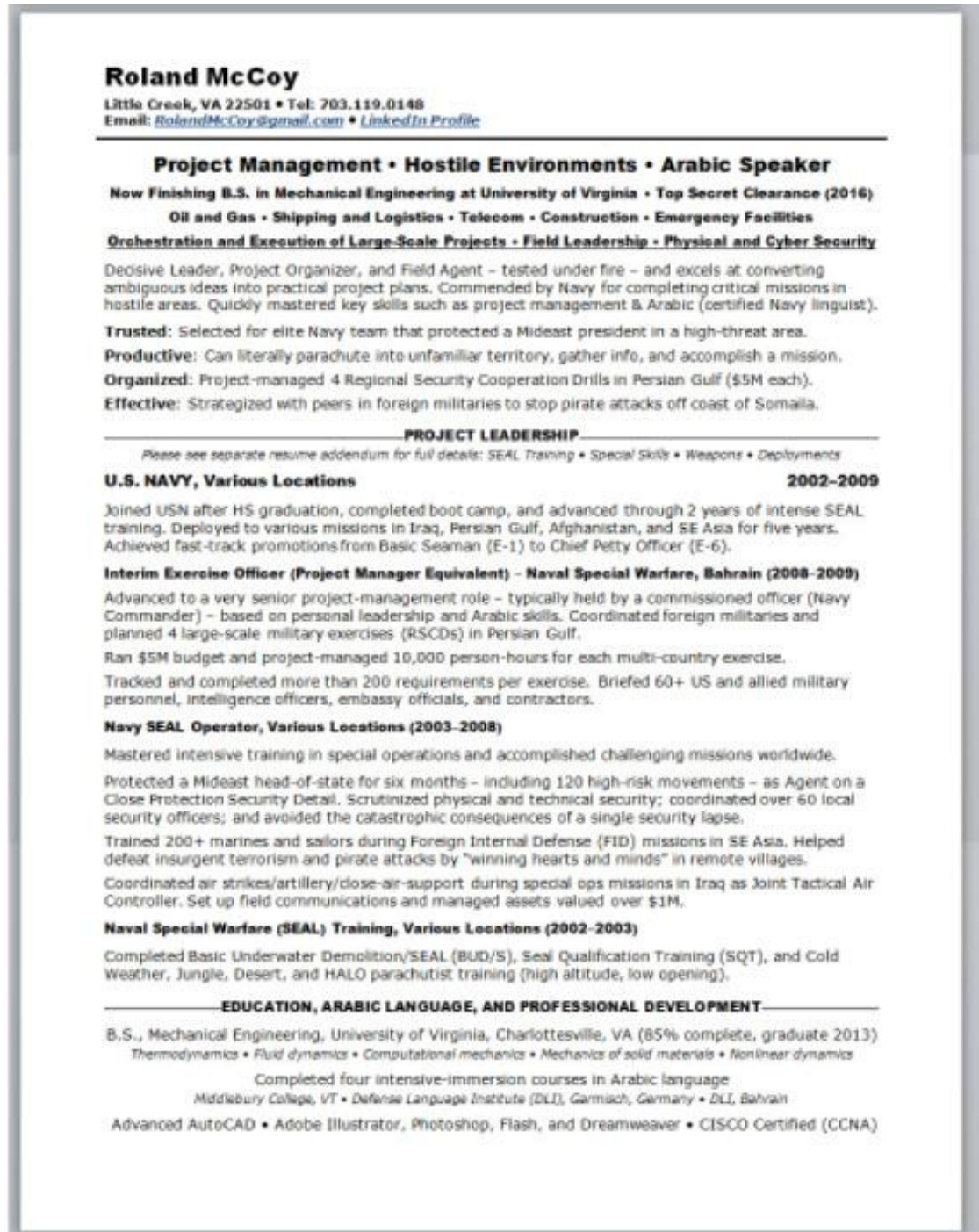
This person transitioned directly from an intense job in the Navy SEALs to engineering school and is about to graduate with a BS in mechanical engineering. Now he's seeking a civilian, private-sector job in project management job.

His original idea – upon entering school – was a job in mechanical design, robotics, or “nano-bots.” Now, nearing graduation, he wants to run large projects overseas – possibly in the oil and gas industry, construction, or possibly telecom construction (towers and civil infrastructure).

So the resume showcases his most applicable military experience (project management). Most of the hard-core SEAL training is listed on an Addendum page – not automatically included – because the information is all related to combat arms – a distraction from the main focus (project management).

Mainly he wants to “get back out in the world” and not cooped up in a cubicle in an office park. Not interested in working for a government contractor, either.

Also cited his Top Secret clearance: He doesn't need a security clearance for his current target, but the clearance third-party validation (when you send your resume to a stranger, very important to show as much third-party validation as possible – security clearance, patents, awards, management testimonials, anything as long as the source is credible).



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Project Management • Hostile Environments • Arabic Speaker

Now Finishing B.S. in Mechanical Engineering at University of Virginia • Top Secret Clearance (2016)
Oil and Gas • Shipping and Logistics • Telecom • Construction • Emergency Facilities

Orchestration and Execution of Large-Scale Projects • Field Leadership • Physical and Cyber Security

Decisive Leader, Project Organizer, and Field Agent – tested under fire – and excels at converting ambiguous ideas into practical project plans. Commended by Navy for completing critical missions in hostile areas. Quickly mastered key skills such as project management & Arabic (certified Navy linguist).

Trusted: Selected for elite Navy team that protected a Mideast president in a high-threat area.

Productive: Can literally parachute into unfamiliar territory, gather info, and accomplish a mission.

Organized: Project-managed 4 Regional Security Cooperation Drills in Persian Gulf (\$5M each).

Effective: Strategized with peers in foreign militaries to stop pirate attacks off coast of Somalia.

PROJECT LEADERSHIP

Please see separate resume addendum for full details: SEAL Training • Special Skills • Weapons • Deployments

U.S. NAVY, Various Locations

2002–2009

Joined USN after HS graduation, completed boot camp, and advanced through 2 years of intense SEAL training. Deployed to various missions in Iraq, Persian Gulf, Afghanistan, and SE Asia for five years. Achieved fast-track promotions from Basic Seaman (E-1) to Chief Petty Officer (E-6).

Interim Exercise Officer (Project Manager Equivalent) – Naval Special Warfare, Bahrain (2008–2009)

Advanced to a very senior project-management role – typically held by a commissioned officer (Navy Commander) – based on personal leadership and Arabic skills. Coordinated foreign militaries and planned 4 large-scale military exercises (RSCDs) in Persian Gulf.

Ran \$5M budget and project-managed 10,000 person-hours for each multi-country exercise.

Tracked and completed more than 200 requirements per exercise. Briefed 60+ US and allied military personnel, intelligence officers, embassy officials, and contractors.

Navy SEAL Operator, Various Locations (2003–2008)

Mastered intensive training in special operations and accomplished challenging missions worldwide.

Protected a Mideast head-of-state for six months – including 120 high-risk movements – as Agent on a Close Protection Security Detail. Scrutinized physical and technical security; coordinated over 60 local security officers; and avoided the catastrophic consequences of a single security lapse.

Trained 200+ marines and sailors during Foreign Internal Defense (FID) missions in SE Asia. Helped defeat insurgent terrorism and pirate attacks by “winning hearts and minds” in remote villages.

Coordinated air strikes/artillery/close-air-support during special ops missions in Iraq as Joint Tactical Air Controller. Set up field communications and managed assets valued over \$1M.

Naval Special Warfare (SEAL) Training, Various Locations (2002–2003)

Completed Basic Underwater Demolition/SEAL (BUD/S), Seal Qualification Training (SQT), and Cold Weather, Jungle, Desert, and HALO parachutist training (high altitude, low opening).

EDUCATION, ARABIC LANGUAGE, AND PROFESSIONAL DEVELOPMENT

B.S., Mechanical Engineering, University of Virginia, Charlottesville, VA (85% complete, graduate 2013)
Thermodynamics • Fluid dynamics • Computational mechanics • Mechanics of solid materials • Nonlinear dynamics

Completed four intensive-immersion courses in Arabic language

Middlebury College, VT • Defense Language Institute (DLI), Garmisch, Germany • DLI, Bahrain

Advanced AutoCAD • Adobe Illustrator, Photoshop, Flash, and Dreamweaver • CISCO Certified (CCNA)

Optional: For higher impact, you can show a unit insignia -- not always a good idea, but a possible option

Headline & subheadings: Hugely important to orient the reader in first milliseconds. Tell readers who you are and where you are going: HL, subheadings, and summary paragraph

Make bold claims, and tie them to business attributes.

Trusted, productive, organized: These are credible because he's a recent veteran. A civilian could not make these claims' credibly - it would look like "horn blowing" - but these claims are credible for a vet.

Experience: Note that all of his experience is oriented towards "results for employer" - some job description in here, but mostly he's talking about results for employer.

Also note: SIMPLE language, minimal military jargon. Any person can read this and understand what he's saying.

Be sure to highlight any significant skills you acquired in the military - for example, languages & easily transferable technical skills

Easy to “eyeball” in 6-10 seconds. Plenty of white space.
Short sentences and bold subheadings.