

Enclosure 2

SAMPLE RESUME

NAME: FIRST MIDDLE LAST
RANK:
SSN:

ADDRESS: Street address
City, State Zip
Telephone number

UNIT: 257th PSC, XX ARNG
122 Armory Road
City, State Zip
Telephone number

OBJECTIVE: To obtain an appointment as an ARNG warrant officer in MOS 420A, Military Personnel Technician. OR To obtain certification for redesignation into 420A, Military Personnel Technician.

PERSONAL DATA:

Date of Birth: 8 Mar 64
Height: 5' 10"
Weight: 170 Pounds
Health: Excellent

Marital Status: Married
Dependents: Two
MOS: P75D20 S71L20

CIVILIAN EDUCATION(Encl 1):

(List specific courses under each school that relate to the MOS requested)

Bachelor of Science, Univ. of Maryland, College Park, MD(Encl 1-1) Associate of Arts, Central Texas College, Killeen, TX(Encl 1-2) Diploma, Orchard View High School, Muskegon, MI(Encl 1-3)

MILITARY EDUCATION(Encl 2):

(MOS) BNCOC(Encl 2-1)
Army Soldier Support Ctr.
Fort Benjamin, Harrison, IN

Scope of training focused on Army leadership and MOS training at the middle management level (DA 1059 and Diploma enclosed).

PLDC(Encl 2-2)
III Corps NCO Academy
Fort Hood, TX

Scope of training concentrated on leadership skills (DA 1059 and Diploma enclosed).

Personnel Mgt. Spec(Encl 2-3)
Army Soldier Support Ctr
Fort Benjamin Harrison, IN

Initial MOS training that taught the basic skills in MOS 75D10 DA 1059).

Enclosure 2

SAMPLE RESUME (CONTINUED)

NAME: FIRST MIDDLE LAST

SSN: 000 00 0000

MILITARY EXPERIENCE PERTINENT TO MOS 420A(Encl 3):

(Do not be too brief, but one or two well-written paragraphs should suffice for each duty assignment and civilian position - Include any honors, awards or recognition earned).

Relate duties and responsibilities to the WO MOS requested. Go into as much detail as necessary to demonstrate your capabilities.

Jul 92 - Present
Personnel Records Supervisor
275th PSC, XX ARNG
(NCOERs(Encl 3-1))
personnel records specialists.

Responsible for initiation and maintenance of officer and enlisted personnel and health records. Supervise team of 3

Jun 89 - Jun 92
Personnel Records Specialist
(NCOERs(Encl 3-2))
records.

Responsible for initiation and maintenance of officer and enlisted personnel and health records.

CIVILIAN EXPERIENCE PERTINENT TO MOS 420A(Encl 4):

Jan 90 - Present
Military Personnel Specialist
MILPO, XX ARNG
(Encl 4-1, Tech/Civilian Eval)
Verify soldier met all

Review and process of accessed enlisted soldiers to ensure documents are complete and contain all required signatures. eligibility requirements.

Any other related experience, awards documentation, licenses, etc. that will support your request.

SUMMARY:

Write a sincere paragraph or two on why you feel you are fully qualified to perform the duties of a warrant officer in your MOS.

Recap your leadership and technical experience and "sell" yourself to the MOS proponent.

Signature and date