



UNIVERSITY OF
OREGON

Lundquist College of Business

Mohr Career Services

Veteran Resume Samples

REVIEW THESE SAMPLES

Think about how to convert your military experience to transferrable skills that can be understood by a business audience.

Next Steps:

Once you have drafted your resume and reviewed it, it's time to get additional feedback!

Make an appointment on [Handshake](#), or come by Lillis 155 to schedule.

Original Veteran Resume Sample

This is a good first attempt, but it reads a bit more like job descriptions—using phrases like “Responsible for...” Look at the subsequent versions to see how to make the accomplishments more obvious, how to convert the military language to business language, and how to use more white space to make it easier to read.

David M. Duck

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Qualifications:

Dedicated, hard-working professional with proven leadership skills and the ability to overcome challenges. Adept at applying successful problem solving to unforeseen situations. Strong communication skills, interacting effectively throughout the ranks.

Education:

Bachelor of Science Degree in Information Technology 2010
Oregon State University, Corvallis, OR
Concentration in Electrical Engineering

Professional Experience:

- **Assistant Intelligence Officer, July 2010 – Jan 2011**
Ensured over 350 personnel had the most up-to-date information available to ensure successful combat operations in Iraq. Responsibilities included daily briefs to senior personnel and coordinating the distribution of combat information.
- **Platoon Leader, Jan 2011 – Jan 2012**
Responsible for the health and well-being of 25 people, to include training, discipline, and professional development. Accountable for over \$15 million worth of vehicles and advanced combat equipment. Successfully conducted over 25 missions in support of combat operations. Rated as the best junior officer in the organization during this period.
- **Executive Officer, Jan 2012 – June 2012**
Second in charge of an organization of 125+ people, responsible for logistically supporting all subordinate entities during training and operations. Managed over \$28 million of advanced fighting vehicles and other combat equipment. Successfully transferred all equipment to boss' successor with no loss of property. Evaluated as the best junior officer in the organization.
- **Intelligence Officer, June 2012 – Jan 2013**
Responsible for the mentorship of 8 Afghan officers in austere conditions while conducting combat operations. Successfully implemented systems leading to the apprehension of suspected criminals and the successful completion of 20 investigations. Also served as a contractor support, distributing \$2.5 million for 15 different contracts. Rated in the top 5 of more than 30 junior officers over the course of the evaluation period.
- **Communications Officer, Jan 2013 – Jan 2014**
Responsible for 2 separate networks and the overall communications architecture of an organization of over 250 people spread across 5 countries. Working with limited assets, was able to manage ensure both tactical and professional equipment functioned as intended. Was able to consistently leverage outside entities through personal interactions and professional briefings. Rated as the best of 10 staff officers during this period.
- **Company Commander, Jan 2014 – Present**
Has been overall responsible for the health and well-being of over 100 personnel. Accountable for over \$15 million worth of technical sensor equipment and combat vehicles. Responsible for the training and readiness of teams that must be prepared to accomplish any mission at any time in support of senior leader requirements. Had to be able to effectively communicate unit requirements and the status of key events to senior professionals on a regular basis. Rated as the best Company Commander out of 12 for this time period.

Awards:

Received 2 Bronze Star Medals during deployments to Iraq and Afghanistan.

Functional Veteran Resume Sample

This is what a veteran's resume might look like upon leaving the service. This is an example of a **Functional Resume**—calling out the candidate's skills and experience first, then simply listing jobs at the end. It can be a good place to start, but recruiters and hiring managers often don't like it—because they want to know **Where** and **When** each accomplishment took place. When moving into the private sector, a veteran might opt for a **Combination** resume (see sample) to communicate value more clearly and meet the expectations of the business world. Note that the length of this resume is two pages—for the most part, students and new graduates should strive for a one-page document.

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OBJECTIVE

Applying for admission to the University of Oregon's Master of Business Administration's Program following 7 years of military experience specializing in intelligence, leadership, and logistics.

EDUCATION and TRAINING

B.S. in Information Technology , Oregon State University, Corvallis, OR	June 2010
Basic Officers Leader Course , Fort Drum, NY	July-Sep 2010
Armor Basic Officers Leader Course , Fort Bragg, NC	Nov 2010-Feb 2011
Military Intelligence Officers Advanced Course , Fort Bliss, TX	May-Nov 2014

AWARDS

- **Best Junior Officer** – Recognized in three separate organizations as the best junior officer.
- **Bronze Star Medal** – Received on 2 occasions for exemplary performance in Iraq and Afghanistan.
- **Army Commendation Medal** – Establishment of property accountability systems, which were implemented throughout the unit as well as excellent resourcing of training and weapons ranges while serving as a first line supervisor.
- **Army Achievement Medal** – Being the first communications officer within the unit to establish a functioning communications platform in austere conditions while concurrently leading support efforts for the entire unit in the absence of a peer.

EXPERIENCE

Personnel Management

- Ensured over 350 personnel had the most up-to-date information available to ensure successful combat operations in Iraq. Responsibilities included daily briefs to senior personnel and coordinating the distribution of combat information
- Responsible for the prioritization of multiple requirements for an organization of over 100 people to ensure senior professionals' intent is met
- Working with limited personnel, was able to ensure tactical and professional equipment functioned as intended through effective analysis of requirements and personnel capabilities

Logistics / Equipment Management

- Managed over \$28 million in advanced fighting vehicles and other combat equipment. Successfully transferred all equipment to boss' successor with 100% accountability
- Ensured the operational readiness and accountability of over \$20 million in vehicles and advanced technical sensor equipment in support of operational requirements
- Successfully conducted over 25 combat tasks in support of advanced tactical operations critical to the success of the overall mission
- Distributed \$2.5 million over 15 different projects while overseeing contractors

Leadership

- Selected above peers to be second in charge of an organization of 125+ people, responsible for logistically supporting all subordinate entities during training and operations
- Mentored 10 Afghani officers in austere conditions while concurrently conducting combat operations
- Responsible for the training and readiness of 4 tailored intelligence teams which must be prepared to accomplish any mission at any time in support of senior leader requirements
- Able to effectively communicate requirements and the status of key events to senior professionals on a regular basis to ensure subordinate personnel are accurately represented and receive the assistance they require

Intelligence Analysis

- Successfully implemented systems leading to the apprehension of suspected criminals and the successful completion of 20 investigations.
- Responsible for two separate networks and the overall communications architecture of an organization of over 250 people spread across 5 countries

EMPLOYMENT HISTORY

Company Commander , U.S. Army, Brussels, Belgium	Jan 2014 – Jan 2015
Communications Officer , U.S. Army, Brussels, Belgium	Jan 2013 – Jan 2014
Intelligence Officer , U.S. Army, Afghanistan	June 2012 – Jan 2013
Executive Officer , U.S. Army, Fort Bragg, NC	Jan 2012 – June 2012
First Line Supervisor , U.S. Army, Fort Bragg, NC and Iraq	Jan 2011 – Jan 2012
Intelligence Officer , U.S. Army, Fort Bragg, NC and Iraq	July 2010 – Jan 2011

Combination Veteran Resume Sample

This is a **Combination** resume, listing skills/accomplishments by keyword within the chronological framework of employment history. It includes a Highlights section which would be tailored for each target job. It also converts accomplishments from military language to business language.

David M. Duck

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Profile

MBA candidate and veteran with 5+ years of leadership and project experience. Proven ability to communicate effectively at all levels, supervise teams, and provide sound resource management.

Highlights

Leadership – Supervised staff of 25, providing training and professional development to build a cohesive team. Repeatedly recognized for exemplary performance, innovation, and strong contributions.

Communication – Maintained 2 separate networks and the overall communications architecture of an organization of 250+ people spread across 5 countries, to ensure successful sharing of information.

Resource Management – Managed the maintenance and distribution of more than \$25 million in equipment, resulting in the successful transfer of these vital resources to successor without loss of property.

Education

MBA , University of Oregon, Eugene, OR	Expected 2017
B.S. in Information Technology , Oregon State University, Corvallis, OR	2010
Additional leadership training , US Army	

Experience

Operations Intern, Intel Corporation, Hillsboro, OR June – Aug 2016

Research and Analysis

- Performed cost benefit analysis of potential resource contracts, providing data-supported recommendations.
- Sourced materials for proposed project, using large-scale logistics experience and research to locate vendor.

Company Commander, US Army, United States, Belgium, Afghanistan, and Iraq 2010 – 2015
Received awards, recognition, and 5 promotions for exceeding expectations and completing tasks successfully.

Leadership

- Oversaw 100 personnel, training teams to adapt successfully to ever-changing situations and goals.
- Built successful 25-member team by providing effective training, development, and discipline.
- Received 4 medals for strong performance and was recognized as the best junior associate by 3 divisions.

Communication

- Provided daily briefings to senior staff and coordinated the communication of classified information, ensuring that 350 personnel had up-to-date information necessary to complete urgent, complex projects.
- Navigated obstacles and challenging conditions to deliver reliable communication to teams across 5 countries.
- Mentored 10 associates from another culture, relying on respectful communication to build solid relationships.

Resource Management and Logistics

- Distributed \$2.5 million budget and supervised contractors to ensure successful completion of 15 projects.
- Maximized limited assets, utilizing problem solving skills to ensure equipment functioned as intended.
- Created and implemented property accountability systems, resulting in improved oversight of equipment.

Project Management and Coordination

- Implemented systems leading to the successful completion of 20 high-risk, vital projects.
- Provided logistical support to 125-member company, earning recognition as the best junior leader of cohort.