

MILITARY

The format of this résumé can be used for multiple majors and fields

FirstName LastName

123 Street Name • City/State, ST 01234 • 555-555-5555 • firstname.lastname@uconn.edu

Objective

Seeking an entry-level administration position in the insurance industry demonstrating strong communication, decision making, and analytical skills

Education

University of Connecticut, Storrs, CT

Bachelor of Arts, Economics, May 20XX

GPA: #.##/4.00

Military Experience

Active Enlistment:

September 20XX-August 20XX

Honorably Discharged

Last position held – Section Leader

Responsibilities:

- Supervised and trained 12 Marines
- Tracked financial, personal, and professional status of the section for Corp Management
- Interceded with section personnel to resolve conflict among team members
- Managed \$500,000 in military equipment to independently allocate and purchase items in the most efficient manner possible

Awards:

- Combat Action Badge, Global War on Terrorism, Marine Corps Good Conduct, Iraq Campaign, Sea Service Deployment (x2), National Defense, Navy and Marine Corps Achievement Medal

Work Experience

University of Connecticut Residential Life, Storrs, CT

Resident Assistant, August 20XX-Present

- Provide paraprofessional advising to undergraduate students in three distinct residential environments
- Develop and conducted programs on diversity, personal development, relationships, security, and academic performance
- Manage administrative tasks including room condition reports, maintenance requests, and incident reports for areas of up to 112 residents
- Negotiate living arrangements and related concerns for students through one-on-one counseling, group mediations, and area programs

Taco Dia, Newington, CT

Manager, September 20XX-September 20XX

- Formulated an accurate business plan in order to create a stable enterprise
- Allocated workers' time efficiently to minimize cost and maximize productivity
- Monitored product quality through visual inspection and public reports

Leadership Experience

Resident Assistant Advisory Board, October 20XX-May 20XX

- Provided feedback to problems with Resident Assistant training resulting in the adoption of groundbreaking curriculum and increased efficiency of Resident Assistant training

National Resident Hall Honorary (NRHH), February 20XX-May 20XX

- Organized campus-wide philanthropic events with top 1% of residents
- Elected as Ex Officio facilitating communication between NRHH and Resident Hall Association
- Spearheaded budget communication between the National Resident Hall Honorary and Resident Hall Association resulting in a significant funding increase from the University of Connecticut