

2024 CAREER TRANSITION WORKSHOP

VIRTUAL PROGRAM
Begins January 16

ON-SITE PROGRAM
February 14 - 16

LinkedIn & Resumes in 2024

January 16, 2024

2:00 pm ET



Housekeeping Notes & Tips

Those connecting through a VPN will likely have difficulties. Please, ditch the VPN!

Submit questions at any time via the “Q&A” tab. “Upvote” questions you want to hear the answer to as well.

Click on the “Handouts” tab to download a copy of the presentation.

This webinar is being recorded for future viewing.

Resume Best Practices for Transitioning Military Members And Veterans (or anyone changing industries) Standard Resume | Federal Resume

Presented by:

Cathy Miclat

Director of Career & Talent Services

Vets2PM





Creating a Standard Resume

Creating a Standard Resume

Important information to know

- Many Applicant Tracking Systems can NOT read information in the Header, Footer, and in Text Boxes or Tables.
- DO NOT use these features for important information. Instead, use Header and footer for Name and Page Number only.
- Use Tabs instead of text boxes and tables.
- If you do use these features for important information DO SUBMIT YOUR RESUME in PDF format.
- Keep a Word or Text copy of your resume as a MASTER so you can save copies to target to a job posting.

Creating a Standard Resume

If you have been with the same company for several years, you can list the company name once, with jobs below (saves room on the job title line)

EXAMPLE:

United States Air Force

Program Manager, Information Systems – Washington, DC

2019 – Present

Project Manager, Information Systems – Washington, DC

2016 - 2019

Creating a Standard Resume

You only detail work history for the last 10 years (or so).

Be sure to show depth of experience beyond that.

EXAMPLE:

Positions of Increasing Responsibility – Various Locations	1990 – 2010
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OR

Program Manager, Information Systems – Fort Meade, MD	2000 – 2010
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Project Manager, Information Systems – Washington, DC	1995 – 2000
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SME, Information Systems – Colorado Springs, CO	1990 – 1995
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Creating a Standard Resume

You only detail work history for the last 10 years (or so).

Be sure to show depth of experience beyond that.

- But you are worried about Age Discrimination -

EXAMPLE:

EARLY CAREER HISTORY

Positions of Increasing Responsibility – Various Locations

Roles included Program Manager, Project Manager, and SME, Information Systems.

Creating a Standard Resume

Your education was a LONG time ago.

- You are worried about Age Discrimination -

EXAMPLE:

EDUCATION • CERTIFICATION

MS, Information Systems, University of Maryland Global Campus

BS, Information Systems, University of Maryland Global Campus

AAS, Information Technology, Community College of the Air Force

Creating a Standard Resume

Targeting your Resume to a Job Posting

- Edit Header
- Edit Professional Summary
- Edit Areas of Expertise
- Add High Level Bullets below Areas of Expertise

Creating a Standard Resume

Targeting your Resume to a Job Posting

Focus on Key Words in Description – Include in Header, Summary, and Areas of Expertise (if they apply to you/your experience)

Focus on Responsibilities – Include High Level Bullets below the Areas of Expertise that match those requirements

Focus on Must Have / Requirements - Security Clearance, Degree/s, Certification, Years of Experience, Industry Experience

Targeting Resume to Job Posting

JOHN DOE

MERRIFIELD, VA 23223

PMP

LINKEDIN LINK

(111) 222-3333

JOHN.DOE@GMAIL.COM

PROJECT MANAGEMENT • PROGRAM MANAGEMENT

PROFESSIONAL SUMMARY

Accomplished Program Manager with 22 years of experience within a large, diverse organization. Expertise in planning, executing, and delivering Information Technology projects and programs with breadth of experience in leading technical teams toward project and program delivery on time, within budget, and per stakeholder expectations. A natural communicator, effectively liaising at all levels and across divisions, while guiding teams toward a common goal. Success derived from application of lessons learned analysis and industry best practices to ensure effective resource and budget oversight, quality, and continuous improvement. ***United States Air Force Veteran, Top Secret Security clearance.***

AREAS OF EXPERTISE

Project Management
Operations Management
Budget/Resource Management

Program Management
Team Leadership/Mentor
Contract Management

Information Technology
Stakeholder Engagement
Data Analytics

CAREER HISTORY

...|

Targeting Resume to Job Posting

Job Description

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 MERRIFIELD, VA 23223
 PMP
 LINKEDIN LINK

(111) 222-3333 JOHN.DOE@GMAIL.COM

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AREAS OF EXPERTISE		
Project Management Operations Management Budget/Resource Management	Program Management Team Leadership/Mentor Contract Management	Information Technology Stakeholder Engagement Data Analytics

CAREER HISTORY

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Program Manager - DoD



Koniag Government Services · Quantico, VA

Posted 3 weeks ago · 36 views

[Apply](#) [Save](#)

Job <ul style="list-style-type: none"> • 2 applicants • Entry level 	Company <ul style="list-style-type: none"> • 501-1,000 employees • Information Techno... 	Connections 3 connections 6 alumni
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Description

Tuknik Government Services seeks a Program Manager to support our Federal client in the Quantico, Virginia area (with potential ability for teleworking). Candidates must possess a current Secret security clearance to qualify for this position. ✓

We offer competitive compensation and an extraordinary benefits package including health, dental and vision insurance, 401K with company matching, flexible spending accounts, 11 paid holidays, 3 weeks paid time off, and more. ✓

Targeting Resume to Job Posting

Position Overview

JOHN DOE
MERRIFIELD, VA 23223
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(111) 222-3333

JOHN.DOE@GMAIL.COM

PROJECT MANAGEMENT • PROGRAM MANAGEMENT • **SYSTEM ACQUISITION**

PROFESSIONAL SUMMARY

Accomplished Program Manager with 22 years of experience within a large, diverse organization. Expertise in acquisition strategy, planning, executing, and delivering Information Technology projects, including program life-cycle cost estimate and cost analysis support. Breadth of experience in managing people and projects throughout all phases of program management and project / program delivery, on time, within budget, and per stakeholder expectations. A natural communicator, effectively liaising at all levels and across divisions, while guiding multifunctional teams toward a common goal. Success derived from ability to deliver complex material for all audience levels and to internal / external customers. Capable of delivering excellence whether in a team environment or as an individual contributor. **United States Air Force Veteran, Top Secret Security clearance.**

AREAS OF EXPERTISE

Project Management
Operations Management
Budget/Resource Management

Program Management
Team Leadership/Mentor
Acquisition Management

Information Technology
Stakeholder Engagement
Cost Estimate / Analysis

CAREER HISTORY

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Position Overview

The Program Manager will be familiar with and capable of drafting programmatic documentation, acquisition strategy, program life-cycle cost estimate, and cost analysis in support of an alternative of analysis.

Essential Functions, Responsibilities & Duties may include, but are not limited to:

- Ability to participate in the development of new concepts (technical, acquisitions, programmatic) and communicate and apply them accurately throughout an evolving environment.
- Possess organization skills to coordinate work phases and manage people and products throughout the phases of program management.
- Possess the ability to determine the appropriate approach of Acquisition, Programmatic at the task or project level and provide solutions to non-routine requirements and operational problems.
- Possess good communication, documentation, presentation, and interpersonal skills to effectively interact with all levels of employees and management.
- Ability to represent the organization on programmatic matters with external customers.
- Ability to maintain the confidentiality of sensitive information.
- Ability to work independently or in a team environment is essential.

Targeting Resume to Job Posting

Position Requirements

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CAREER HISTORY

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Position Requirements

- Bachelor's degree in Program Management, Business Administration, Engineering, Computer Science, or related discipline. Prefer experience with professional government or commercial program management experience.
- Program Management Certification: Threshold is PMP; objective is DAWIA; both would be optimal. PMP desired.
- Must possess a Secret security clearance.
- Minimum of 7 to 10 years management experience. Program Management experience with DOD programs/programs executed IAW DOD 5000 would be **optimal**. Commercial certifications or demonstrated competency in **Data Center** technologies preferred.



Original/Baseline

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Team Leadership/Mentor
Contract Management

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Stakeholder Engagement
Data Analytics

CAREER HISTORY

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Targeted

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Cost Estimate / Analysis

CAREER HISTORY

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Creating a Federal Resume

- Much longer than a Standard Resume
- Includes more personal information
- DO NOT INCLUDE LinkedIn Profile Link
- Not as much need to 'civilianize' language
- Include all military training, courses, decorations, commendation, awards, medals, etc.
- Include References

Creating a Federal Resume

Top of Resume

John B. Doe

HOME ADDRESS:	3809 Rose Lane Annandale, VA 22003
HOME PHONE:	444.555.6666
MOBILE PHONE:	111.222.3333
EMAIL:	john.doe@gmail.com
CITIZENSHIP:	United States Citizen
SECURITY CLEARANCE:	Active Secret Security Clearance (previous TS/SCI)
LAST 4 OF SSN:	1234
VETERAN'S PREFERENCE:	(Disabled) 10 Point preference eligible
USAJOBS ANNOUNCEMENT #:	You will input per USAJobs Announcement
USAJOBS CONTROL #:	You will input per USAJobs Announcement

Qualifications

You must meet the following United States Office of Personnel Management's (OPM) qualification requirements for the advertised position. OPM's prescribed Group Coverage Qualification Standard for **INFORMATION TECHNOLOGY SERIES-2210** can be found at [here](#). You must meet all qualification requirements by the closing date of the job announcement.

Specialized Experience: is experience that has equipped applicants with the particular knowledge, skills and abilities to successfully perform the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the federal service. For this position, the next lower grade level is a GS-13.

Candidates for the GS-14 must have 52 weeks of specialized experience equivalent to the GS-13 grade level in the Federal Service.

Specialized experience for this position includes:

Experience advising executive staff on mobile devices, computer hardware or software in a non-technical manner.

Experience monitoring and managing IT contracts for adherence to contractual obligations and performance requirement.

Experience leading a team of IT Specialist in Tier(s) 1-2 helpdesk environment providing mobile support.

In addition to meeting the specialized experience requirements, you must have IT-related experience demonstrating these competencies:

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Customer Service – anticipates and meets the needs of both internal and external customers. Delivers high-quality products and services; is committed to continuous improvement. Effectively manages customer relationships.

Oral Communication – Makes clear and convincing oral presentations to individuals and groups. Listens effectively; clarifies information as needed. Speaks and writes in a clear, concise, organized, and convincing manner that is appropriate to the audience. Facilitates an open exchange of ideas to ensure all group input is considered.

Problem Solving – Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.

Team Building – Ability to form, manage, and lead a project team. Fosters an environment of trust and unity that encourages and acknowledges cooperation, collective problem solving and participative decision making. Seeks involvement of all project team members in the decision making process to build group commitment. Identifies and supports project team goals. Facilitates cooperation and motivates project team members to accomplish group goals.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic;

Creating a Federal Resume

Areas of Expertise with Specialized Experience

Creating a Federal Resume

Areas of Expertise with Specialized Experience

AREAS OF EXPERTISE		
Project Management Satellite Communications Team Leadership / Mentor	Information Technology Emergency / Disaster Response Data Center / Cloud Migration	Telecommunications Stakeholder Engagement Technical Support

SPECIALIZED EXPERIENCE

- Experience advising executive staff on mobile devices, computer hardware or software in a non-technical manner; monitoring and managing IT contracts for adherence to contractual obligations and performance requirement; and leading a team of IT Specialist in Tier(s) 1-2 helpdesk environment providing mobile support.
- IT-related experience includes attention to detail across the board; excellent customer service with a commitment to delivering high quality products and services and a commitment to continuous improvement and customer relationship management; a natural capability to present to individuals and groups at all audience levels, clearly and effectively; critical problem solving skills to effectively analyze, identify, and solve issues by weighing relevance and accuracy of information to generate and evaluate solutions and make sound recommendations; and team building experience to form, manage, and lead project teams in an inclusive environment of cooperation, collective problem solving, and participative decision making.
- Experienced working with information technology systems, software, hardware, following the Information Technology Infrastructure Library (ITIL) framework.
- Experienced solving Information Technology issues with minimal or no business impact or customer service.
- Experienced team leader, performing Service Desk Operations, IT Operations, and/or Executive Support / Mobile Device Support. Regularly monitor and manage mobile device products in order to respond to requests for deployment, incident resolution, or upgrades.
- Experienced advising stakeholders and customers on software and / or hardware needs and recommending modifications to current hardware and software.
- Regularly monitor business impact on the customer within agreed upon service levels and business priorities, including scope, methods, resource requirements, schedules, and support.
- Experienced preparing technical specifications, statements of work (SOW), task orders, requirements, and other documentation to obtain and manage quality and adequacy of requirements.

Creating a Federal Resume

Job Details – More Information

CAREER HISTORY

SENIOR TELECOMMUNICATION ENGINEER/COMMUNICATIONS TEAM ACTING MANAGER
U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT (USAID)
1300 PENNSYLVANIA AVENUE, WASHINGTON, DC 20523
SUPERVISOR: MARY DOE, COMMUNICATIONS MANAGER
SUPERVISOR CONTACT: MDOE@USAID.GOV, 111.333.0000

06/2010 – PRESENT

RANK/PAY GRADE: \$XX

HOURS/WEEK: 40+

PERMISSION TO CONTACT: YES

OVERVIEW

Assume all responsibilities when Communications Team Manger is unavailable, including deploying personnel for emergency deployments, approving personnel requests, speaking at managers meetings and any high-level meetings with contract stakeholders.

RESPONSIBILITIES & ACCOMPLISHMENTS

- Managed team duty schedule to ensure coverage 24/7 coverage to meet contract service level agreements (SLAs) for BHA staff technical issues.
- Responsible for the selection / specification of laptop equipment to be purchased / utilized by all staff.
- Provide configuration and testing of all communication equipment utilized by BHA staff (1K+ personnel)

Creating a Federal Resume

Include More Information on Training, Decorations, and References

EDUCATION • TRAINING

MS , Criminal Justice, East Carolina University	2005
BS , Criminal Justice, East Carolina University	1996

MILITARY EDUCATION:

Quartermaster School, Officer Basic Course (Resident)	1998
Sling Load Inspector Course (Resident)	1998
Quartermaster School, Officer Advanced Course (Resident)	2002
Unit Movement Officer Course (Resident)	2002
Combined Arms Exercise Course (Resident)	2010
Command & General Staff College (Resident)	2012

DECORATIONS, SERVICE MEDALS AND BADGES: (LIST BY PRECEDENCE)

Army Commendation Medal; Army Achievement Medal; Army Reserve Component Achievement Medal;
National Defense Service Medal; Global War on Terror Expeditionary Medal; Global War on Terror Service
Medal; Armed Forces Reserve Medal; Army Service Ribbon; Army Overseas Ribbon; Army Reserves Overseas
Training Ribbon; Joint Meritorious Award.

PROFESSIONAL REFERENCES:

Terms & Acronym Translations

Military	Possible civilian terms
TDY/TAD	business travel
PCS	relocation
OER/NCOER	performance appraisal
MOS/MOC	career field
Commanded	supervised, directed
Battalion, Unit, Platoon	organization, agency, department
Mission	responsibility, task, objective, job
Combat/War	hazardous conditions, conflict
Headquarters	headquarters, corporate office
Subordinates	employees, co-workers
Service members	employees, co-workers, colleagues, personnel, individuals
Military Personnel Office (MILPO) Personnel Action Center (PAC)	personnel office
Regulations	guidance, policy, instructions
Reconnaissance	data collection, survey, analysis
TDA/MTOE	organizational structure, material resources, manpower

Job Title Translations

Military	Possible civilian titles
NCOIC, Watch Captain, Petty Officer of the Watch	Supervisor, Manager, Coordinator
Commander, Chief	Division Head, Director, Senior Manager
Executive Officer (XO)	Deputy Director, Assistant Manager
Action Officer (AO)	Analyst (or Senior Analyst if applicable)
Senior Field Grade Officer (O5-O7)	Chief Executing Officer (CEO), Director, Chief Operating Officer (COO), Deputy Chief Administrator
Field Grade Officer (O4)	Executive Officer, Deputy Director, Assistant to the Director, Operations Manager
Company Grade Officer (O1-O3)	Operations Officer, Program Administrator Supervisor
Warrant Officer	Technical Manager/Specialist/Department Manager
Senior NCOs	First-Line Supervisor
Sergeant Major	Senior Advisor
First Sergeant	Personnel Supervisor
Squad Leader	Team Leader/Team Chief
Supply Sergeant	Supply Manager/Logistics Manager
Operations NCO	Operations Supervisor
Platoon Sergeant	Supervisor/ Instructor/Trainer

Military School Translation

Military	Classroom achievements
Basic Training	Basic Skills Course
Advanced Individual Training (AIT)	Advanced Skills Course (note career field)
Warrior Leader Course (WLC)	Basic Leadership Development Course
Advanced Leader Course (ALC)	Advanced Leadership and Management Development Course
Senior Leader Course (SLC)	Senior-level Leadership, Technical and Management Development Course
Officer Career Course	Junior Officer Training Course
Combined Arms Staff College	Senior Managerial Leadership School
Command and Staff College	Senior Leaders Program
War College	Executive Leadership School

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LinkedIn in 2024

Carla Miller
Deputy Director
Hiring Our Heroes

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Q&A and Feedback

Cathy Miclat

Director of Career & Talent Services

Vets2PM | www.vets2pm.com

Cathy@Vets2PM.com

Carla Miller

Deputy Director

Hiring Our Heroes | www.hiringourheroes.org

cmiller@uschamber.com

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Up Next

- January 16 – 5:30 pm – Resume/LinkedIn Review Sign-Ups Open
- January 19 – 11:59 pm – Resume/LinkedIn Review Sign-Ups Close
- January 22 – by COB – Resume/LinkedIn Review times shared
- January 30-31 – Resume/LinkedIn Review Appointments

January 23

10:00-11:30 am – 20/20 Hindsight Panel Webinar

2:00-3:30 pm – Your Next Great Hire Webinar