

RESUME TIPS FOR VETERANS

A resume is a way to get an interview and to market your skills, experience and education to a prospective employer. It should represent you in the best light and convince an employer that you have what it takes to be successful in the position you are applying for.

A strong resume will:

- Establish your professional qualities and what you can bring to the role
- Demonstrate your writing skills with clear, well-organized and well-written language
- Clarify your objective, direction, qualifications and strengths

TO APPLY FOR POSITIONS AT RAYTHEON, FOLLOW THESE STEPS:

1. Visit www.raytheon.com/military
2. Click "Drop off your resume here" to add yourself to the transitioning military database for review by our recruiters.
3. To search for jobs of interest and submit to specific jobs, select "search our openings and apply."
4. Create a login and more detailed profile if it is your first visit to the site. Complete the voluntary self-identification form.

Tip from recruiters: Only provide information that is relevant to the position you are applying for. Once you locate the desired job or position, review the job description, required or desired skills, required or desired education, and security clearance requirements. Read all items carefully and note key skills, systems, programs, etc. Tailor your resume to address these specific items using the verblage in the job posting. There are military translators that may be of help, for example <http://www.military.com/veteran-jobs/skills-translator/>.

SKILLS ANALYSIS

SKILLS OBTAINED FROM TRAINING

List military and business training attended.

Identify the primary skill gained from the course plus, other skills learned. Provide examples such as:

- Supervision or leadership courses
 - Motivation skills
 - Influential communication skills
 - Negotiation skills
 - Effective communication skills (verbal and written)
- Technical courses
 - Systems thinking
 - Documentation skills

SKILLS OBTAINED ON THE JOB

List prior jobs performed in the past 10–12 years.

Identify the key skills used to perform the jobs. Provide examples such as:

- Working knowledge of a product or suite of products
- Problem-solving, e.g., investigating and asking questions
- Teamwork and/or leading teams
- Presentation skills, e.g., briefing groups
- Analysis and decision-making skills
- Establishing processes or showing discipline in following processes
- Accountability

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TAILORING YOUR RESUME

The following tips can help you tailor your resume:

HEADING

Include your full name, mailing address (with ZIP code), day and evening telephone numbers (with area code), and email address.

OBJECTIVE

State what you want to do. Be specific and make sure it matches the job(s) you are applying for.

EXPERIENCE

Include your employer's (and unit/squadron if applicable) name and location, job title, and starting and ending dates (month and year).

DUTIES AND ACCOMPLISHMENTS

Use bulleted lists or short paragraphs to describe action, impact and outcome of your duties and skills as they relate to the job you are applying for. Focus on the last 10 years and summarize all other experiences.

EDUCATION

List name(s) and location(s) of high school and colleges or universities attended. Include majors of all degrees received (if no degree, show total credits earned and credit or semester hours and anticipated graduation year). If you are a recent college graduate, please include your GPA.

OTHER QUALIFICATIONS

Job-related training courses (title and year); job-related skills; job-related certificates and licenses; and job-related honors, awards and special achievements.

SECURITY REQUIREMENTS

Identify your security clearance level (Secret or Top Secret) and last date of use (separation or retirement date).

RESUME DO'S AND DON'TS FROM RECRUITERS

DO

- Clearly state your objective
- Clearly state your abilities and background — what makes you special
- Use action verbs when describing your skills/experiences
- List leadership and followership skills
- State education, skills, certifications, etc.
- Use a professional email address
- Write in first person
- Use spell check and proper grammar
- Have your resume reviewed by a professional
- Create a targeted resume for each job you apply for
- Keep a copy of your resume close at all times

DON'T

- Write your life story — this is not an autobiography
- Add material that is irrelevant to the job
- Use two pages unless you can fill two full pages
- Abuse military terminology
- Use military jargon such as NCOIC, good-to-go, COMSEC (spell out acronyms)
- Write in third person
- List medals/awards unless relevant to job
- List your disabilities or disability rating
- Put your Social Security number on the resume
- Include salary information
- List previous supervisor or reason for leaving

» Visit www.raytheon.com/military to learn more.

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