

Chronological resumes are best for highlighting your previous experience in a same or similar field of work. Use this format when applying through an employer's Applicant Tracking System. This example can also be used for technical resumes. When formatting a technical resume, be sure to list certifications before professional experience.

NAME

333-333-3333 | firstlast@gmail.com | www.linkedin.com/customURL

Multi-Disciplinary Logistician | Production Supervisor

Accomplished supervisor skilled in directing and overseeing training, distribution, troubleshooting, sustainment and operation support, testing, phase maintenance and risk mitigation. Effective teambuilder with the proven ability to incorporate change management and process improvement to turn around under-performing organizations, creating highly operational and productive programs through training and leadership in domestic, remote and international settings.

HEADING

Include name, phone number, email, city and state (optional)
LinkedIn: ONLY include if established

PROFESSIONAL SUMMARY

Headline | Use the title strategically.

Professional Summary Paragraph | Grab the reader's attention and "sell" your skills. Ensure that you can speak with confidence to ALL skills listed.

KEY SKILLS

Include this as part of your professional summary.

KEY SKILLS

Schematics/Wire Diagrams
Inventory Management
Rotors/Flight Controls

Engines/Transmissions
Precision Measuring Tools
Industrial Safety/OSHA 10

Hydraulic/Pneumatic Systems
Electrical Equipment
Secret Security Clearance

PROFESSIONAL EXPERIENCE

Use the paragraph to generalize your experience during a set time period. The bullets that follow should provide specific examples.

Include:

- Organization/Company
- Location
- Position timeline
- Job title

Key Tips:

- Keep format and numerals consistent.
- Avoid passive language.
- Quantify highest achievements.

PROFESSIONAL EXPERIENCE

Senior Maintenance Manager | U.S. Navy – Naval Station Norfolk / Middle East
Jun 2014–Current

Supervised cross-functional personnel throughout plant operations; oversaw the orchestration of high visibility operations within the controls, materials, risk mitigation, environmental compliance, purchasing, inventory, safety and quality disciplines; reviewed equipment/ system lifecycle documentation and provided feedback - coordinated risk ...

- Directed a team of 10 personnel in over 3,000 critical maintenance orders with zero safety incidents.
- Implemented a new standard operating procedure to document maintenance and predict upcoming services, resulting in an overall 10% decrease in equipment down time.

Maintenance Manager | U.S. Navy – Naval Base San Diego
Oct 2011–Jun 2014

Performed aircraft maintenance to include inspection, operational testing, repair, modification and replacement of aircraft electrical/avionics systems, including \$5M+ in ...

EDUCATION AND CERTIFICATIONS

United States Naval Academy | Bachelor of Science, History
Cybersecurity Immersion (CISSP) | Expected Completion Jan 2020

TRAINING

Nuclear Propulsion Plant Operator Course (Prototype)
U.S. Navy, 120 hours, 2012

EDUCATION / TRAINING / CERTIFICATION

The first line of this section should contain the following:

- Degree/Certification earned
- Institution attended/Issuing authority
- Timeframe attended or year awarded (if less than 5 years)
- Training name, hours, employer, date (if less than 5 years ago)