

How to Write Military and Professional Experience Descriptions

An Employment Readiness Guide

Purpose

This guide will help you write your Military and Professional Experience descriptions for your resume and LinkedIn profile.

Instructions

1. Review the examples below to see how your experience should be structured.
2. Utilize the brainstorming section on **pages 2-5** to identify potential information to include
3. Choose what is most relevant from your brainstorming section and put it all together in bullet point format.

Example

Military Experience

United States Air Force - Aviano Air Base, Italy

Radar Airfield Weather Systems Supervisor (SSgt) / Jan 2018 - May 2021

- Work center training manager oversaw the completion of at least 900 qualification tasks, ensuring that all airmen were deployment-ready; developed 20 airmen.
- Senior engineer on faulty high voltage replacement in charge of managing a \$5.2 million radar system and 18 personnel.
- Project manager for \$160K renovation. Identified 16 electrical upgrade requirements saving the squadron over \$100K yearly in fuel cost.

Professional Experience

Hulu - San Antonio, TX

Global Resolution Specialist / Oct 2017 - Mar 2021

- Oversaw the lifecycle of the incident management process for Hulu and Disney+ at a global scale
- Vetted user data and created bug tickets for the development team
- Acted as point of contact between 500+ customer service team and network operations team
- Led Bilingual Resolution Specialist team of 5 team members

Brainstorming Section

Experience 1:

List Five Job Duties

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Translate Duties to Accomplishment and Contributions

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**Put it All Together in 3-4 Bullet Points**

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Experience 2:

List Five Job Duties
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Translate Duties to Accomplishment and Contributions
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Put it All Together in 3-4 Bullet Points
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Experience 3:

List Five Job Duties
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Translate Duties to Accomplishment and Contributions
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Put it All Together in 3-4 Bullet Points
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Experience 4:

List Five Job Duties
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Translate Duties to Accomplishment and Contributions
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Put it All Together in 3-4 Bullet Points
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