

# Executive Writing Services

## *Military Résumé Form*

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✓ Visit us on the Web at [www.writearesume.biz](http://www.writearesume.biz) and our blog at [www.ews.blogspot.com](http://www.ews.blogspot.com) Email us at [ews@radiks.net](mailto:ews@radiks.net)

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Date of Appointment: \_\_\_\_\_

Name as it will appear on your documents: \_\_\_\_\_

Street, Apt.# \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

① Home Phone: \_\_\_\_\_ ① Business/Email/Other: \_\_\_\_\_

Should we include your other phone#(s) on your résumé? Yes  No

This form is for your convenience and to save you money. If you have your information fully or partly on paper, this will keep your costs down and save your writer time. If you bring in an old résumé, job description, evaluation, transcript, or rough notes that contain some of the below requested information, then you can leave blank those parts of this form. Your consultation will still be free of charge and with no obligation.

Entered Military Date: \_\_\_\_\_ Official Separation Date: \_\_\_\_\_ Rank: \_\_\_\_\_

Available for Employment Date: \_\_\_\_\_ Security Clearance: \_\_\_\_\_

**Career Objective(s):** *State here if you can the position or the career field or industry which this résumé will target (when the personnel manager reads your résumé, he will want to know for which position or positions you are applying.) You may want more than one objective to address more than one career field.* \_\_\_\_\_

**Skill Inventory or Summary of Qualifications:** *Leave this section blank for now if you want. Sometimes in a résumé we list a person's specific skills, professional attributes, abilities, and capabilities. You may want to include computer languages and software, typing speed, communications ability, equipment or machinery experience, or whatever. Your writer may suggest a Summary Section and what to include.* \_\_\_\_\_

Include Willing to Relocate? Yes  No  — Include Willing to Travel? Yes  No

Include Geographic Preference? Yes  No  \_\_\_\_\_

**Also bring in your APRs, EPRs, OERs, Evaluations, Job Descriptions, Training Certificates, Award Citations, Transcripts, Etc.**

**Professional Licenses, Certification, Registration, Credentials, Foreign Languages? \_\_\_\_\_**