



Show of Force: Resume Tips for Military Service Members and Spouses

Job Cast
by indeed

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Global
Enablement



Natalie Grune
Client Success



Mike Cuccaro
Project
Management



**Jacque
Scaramazzo**
Talent Attraction



**Solomon
Rhima**
Sales


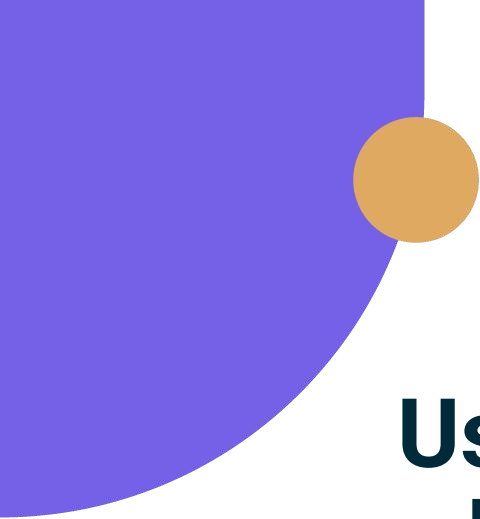


Andrew Dennis
Military and
Veterans Program

Learning objectives

- + **Using Indeed Resume when you have military experience**
- + **Understanding how employers review resumes**
- + **Writing a cover letter**

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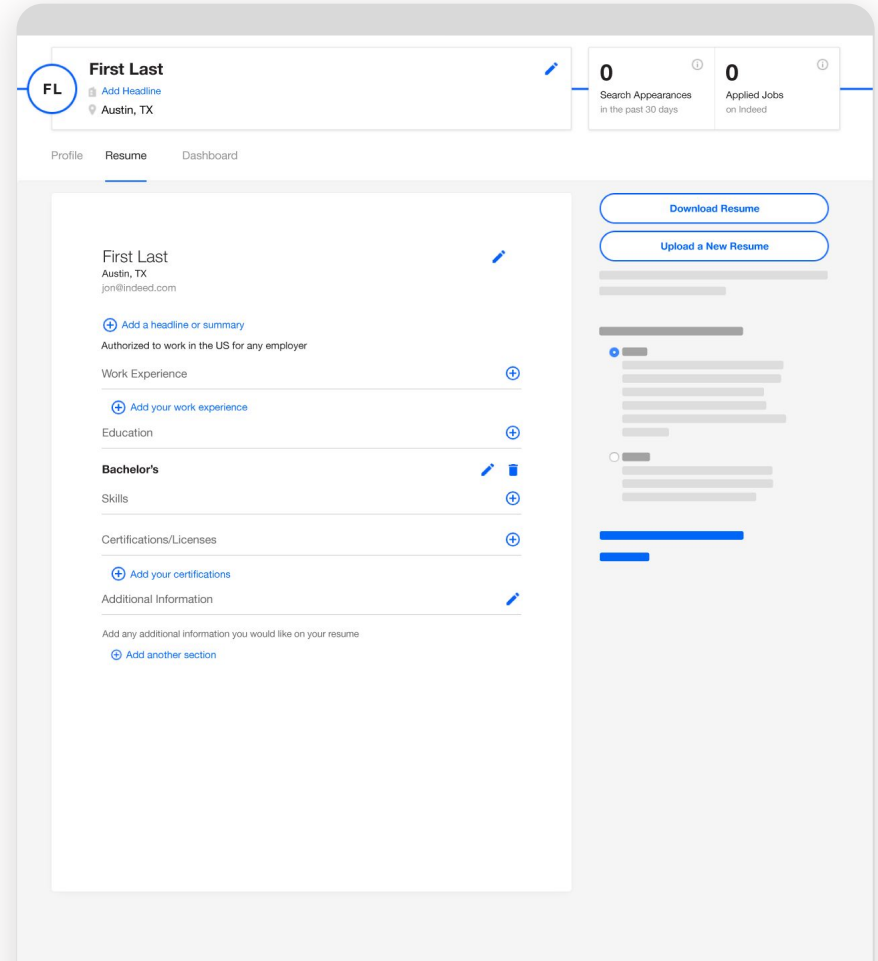


Using Indeed Resume when you have military experience

**Job seekers with an Indeed Resume
hear from employers 4x more often.**

Benefits of an Indeed Resume

- + Simple formatting
- + Easily apply
- + Employer resume search



Create your Indeed Resume

- + Upload your resume
- + Build a new resume

my.indeed.com



Create an Indeed Resume

There are two ways to create an editable online resume. When you upload a resume to start, your file will also be saved and available when you apply.

[Upload your resume](#)

or

[Build a new resume](#)

By continuing, you agree to create a [public resume](#) and agree to receiving job opportunities from employers.

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Resume Elements



- 01. Contact information**
- 02. Education**
- 03. Work + volunteer experience**
- 04. Skills**
- 05. Additional information**
- 06. Military service**
- 07. Certifications**

01 Contact Information

Give employers the basic information they need including your full name, city, email address and phone number.

Basics

* Required fields

First Name *

Last Name *

City – United States ([change](#)) *

Employment Eligibility

- Authorized to work in the US for any employer
- Sponsorship required to work in the US
- Not specified

Contact Information

Email Address  only provided to employers you apply or respond to.

02 Education

The importance of your educational background will vary based on the job or industry you're interested in.

Education

* Required fields

Level of Education *

Bachelor's

School

Field of Study

e.g. Biology, Computer Science, Intellectual Property, Nursing, Psychology.

City – United States ([change](#))

e.g. Seattle, WA.

Time Period

I currently go here

Month: ▾

Year: ▾

to

Month: ▾

Year: ▾

03 Work Experience

It's not necessary to include everything you did in your past jobs. Instead, focus on achievements and career highlights over responsibilities.

Work Experience

Job Title *

Company

City – United States ([change](#))

e.g. Seattle, WA.

Time Period

I currently work here

Month:

Year:

to

Month:

Year:

Description

Describe your position and any significant accomplishments.



03

Work Experience

- + Avoid overused phrases or words
- + Show your soft-skills
- + Take the time to proofread
- + Include prior role levels to show growth
- + Use action verbs and quantify your accomplishments

Work Experience

Job Title *

Company

City – United States ([change](#))

e.g. Seattle, WA.

Time Period

I currently work here

Month: ▾

Year: ▾

to

Month: ▾

Year: ▾

Description

Describe your position and any significant accomplishments.




Action verbs

- + Achieved
- + Accelerated
- + Assembled
- + Drove
- + Developed
- + Built
- + Enacted
- + Expanded
- + Constructed
- + Exceeded
- + Improved
- + Guided
- + Sharpened
- + Increased
- + Handled
- + Simplified
- + Implemented
- + Produced
- + Performed
- + Trained
- + Volunteered

04 Skills

Use the designated section to enter professional or translatable skills. To help you, the text box will auto-populate known skills as you type.

Skills

 Do you have any of these top skills employers are looking for?

+ Intelligence Experience	+ Intelligence Analysis
+ Program Management	+ Supply Chain
+ SAP	+ Project Management
+ Information Security	+ Counterintelligence

[Dismiss](#)

* Required fields

Add a new skill *
e.g. Microsoft Office

I do not want to enter any skills at this time

Put your skills to the test

Complete an Indeed Assessment to prove your top skills to employers and make your Indeed Resume stand out.

indeed assessments Module library Case study

Screen the skills relevant to your hiring needs.

We offer a comprehensive range of testing options — from job knowledge to video interviews — across a variety of roles such as sales, hospitality, customer support, and more.

[BACK TO HOMEPAGE](#)

- [Cognitive & psychometric](#)
- [Computer skills](#)
- [Job skills](#)
- [Language](#)

Job skills 26 MODULES

- Accounting compliance skills test**
The accounting compliance test provides insight into a job candidate's ability to understand information and financial data found in emails... [View Details](#)
- Bookkeeping skills test**
The bookkeeping assessment provides insight into a job candidate's ability to competently perform the daily responsibilities of a bookkeeper [View Details](#)
- Business goal alignment assessment for supervisors**
Comprised of 17 multiple-choice questions, the goal alignment assessment for supervisors requires candidates to listen to audio clips... [View Details](#)
- Business math test**
The business math test requires job candidates to assess information and numerical data found in statements, charts, and receipts that illustrate real-world scenarios. [View Details](#)
- Customer focus and orientation skills test**
The customer focus and orientation skills test provides candidates with a series of customer service scenarios. [View Details](#)
- Delivery driver vehicle maintenance test**
The delivery driver test and vehicle maintenance test assesses a candidate's knowledge of how to appropriately respond to... [View Details](#)

[View all assessments](#)

Assessments
Complete a skills test that showcases your top skills to employers and helps you stand out.

emphasis on learning how a job candidate would react to a variety of real-life

Military Spouse - Hampton, VA
Military Spouse
Sales Advisor - H&M
Customer service - Barclays Center/Levy Resturant
Customer Service - **Highly Proficient**

05 Additional Information

Continue to complete your profile with recommended details like job preferences, recognition, and a summary statement.

Additional Information

Step 5 of 5

These questions are optional but increase the chances that you will match an employer's search on Indeed Resume.

Job preferences

Desired Job Title

Desired Job Types

- | | |
|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Full-time | <input type="checkbox"/> Part-time |
| <input type="checkbox"/> Contract | <input type="checkbox"/> Temporary |
| <input type="checkbox"/> Internship | <input type="checkbox"/> Commission |

Desired Salary

\$ per year ▼

Relocation

- I am willing to relocate

Tell Us About Yourself

06

Military Service

Click the link on your Indeed Resume to add sections to include military service.

Add Sections

- [+ Links](#)
- [+ Military Service](#)
- [+ Awards](#)
- [+ Groups](#)
- [+ Patents](#)
- [+ Publications](#)

Military Service

Country

United States

Branch - required

Rank - required

Time period

I am currently serving

From

Month: [dropdown] [text box]

To

Month: [dropdown] [text box]

Description

[text area]

Commendations

[text area]

07 Certifications

Use the designated section to enter any certifications or licenses.

If you have held security clearance, even if it is inactive, add that here.

The image shows a resume builder interface with a modal form for adding certifications. The background shows a resume template with sections for Skills, Certifications/Licenses (highlighted with an orange border), and Additional Information. The modal form is titled 'Certifications / Licenses' and contains the following fields:

- Title - required:** A text input field containing 'Top Secret'.
- Time period:** A checkbox labeled 'This certification or license does not expire' which is checked.
- From:** A date range selector with a dropdown menu set to 'September' and a year input field set to '2023'.
- To Present:** A text input field.
- Description:** A large text area with a list icon on the left.

Proofread carefully, then proofread **again.**

There you have it!

- + Download formatted resume PDF
- + Share personal link
- + Go public

The image shows a screenshot of a LinkedIn profile page for a user named 'First Last' (FL) located in Austin, TX. The profile has 0 search appearances in the past 30 days and 0 applied jobs on Indeed. The navigation bar includes 'Profile', 'Resume', and 'Dashboard'. A callout box with an orange border highlights the following options:

- [Download resume](#)
- [Share link to resume](#)
- [\(NEW\) Get a resume review](#)

Last Updated 4/22/2020





Resume Privacy Settings


- Public**
Your resume will be visible to anyone, in accordance with our terms. Your phone number and email address are only provided to employers you apply or respond to. Your street address is visible only to you.
- Private**
Your resume is not visible. Employers cannot find your resume, but you can attach it when you apply to a job.


Additional options visible in the background include:

- [Upload to replace resume](#) (with a note: "You can upload a new resume to completely replace your existing Indeed Resume")
- [Remove your resume & profile](#)
- [Download resume](#)
- [Share link to resume](#)
- [\(NEW\) Get a resume review](#)



You can use this resume to apply to jobs on Indeed

**George Dennis, Sr.**
 Logistics Manager
 Austin, TX

1 
Search Appearances
in the past 30 days

0 
Applied Jobs
on Indeed


[Resume](#) [About me](#) [Dashboard](#)

**George Dennis, Sr.**
Logistics Manager
Austin, TX
adennis+100018@indeed.com

Military Intelligence and Logistics manager with over 9 years of leadership experience for the US Army and nearly 2 years in intelligence analysis and training. Known for being decisive and willing to meet the most challenging organizational goals and objectives through developing practical solutions. Compile and supply classified intelligence information to 14 Command staff on Operations Support for critical mission assessment to ensure that key decision-makers were informed on developing information.

Authorized to work in the US for any employer

Willing to relocate to: Austin, TX - Milwaukee, WI - Denver, CO

[Work Experience](#) 

[Upload to replace resume](#)

You can upload a new resume to completely replace your existing Indeed Resume

[Download resume](#)

[Share link to resume](#)

[Email resume as attachment](#)

Last Updated 2/10/2020

Resume Privacy Settings

- Public

Your resume will be visible to anyone, in accordance with our terms. Your phone number and email address are only provided to employers you apply or respond to. Your street address is visible only to you.

Format your resume appropriately

- + 1-2 pages
- + .5" - 1" margins
- + Easy-to-read font throughout, size 10-12
- + Headers in bold

[indeed.com/profile/resume-templates](https://www.indeed.com/profile/resume-templates)

Professional resume templates

Don't create your resume from scratch. Use our free resume templates to kick start your search from the beginning.

Build a resume with a template

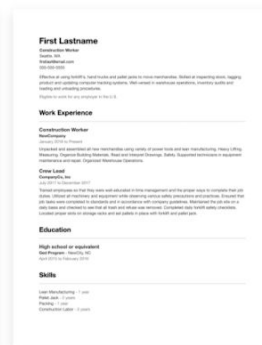
Already have a resume?

Get help with your resume

Choose your template



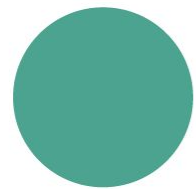
Clean



Minimalist



Simple



Understanding how employers review resumes



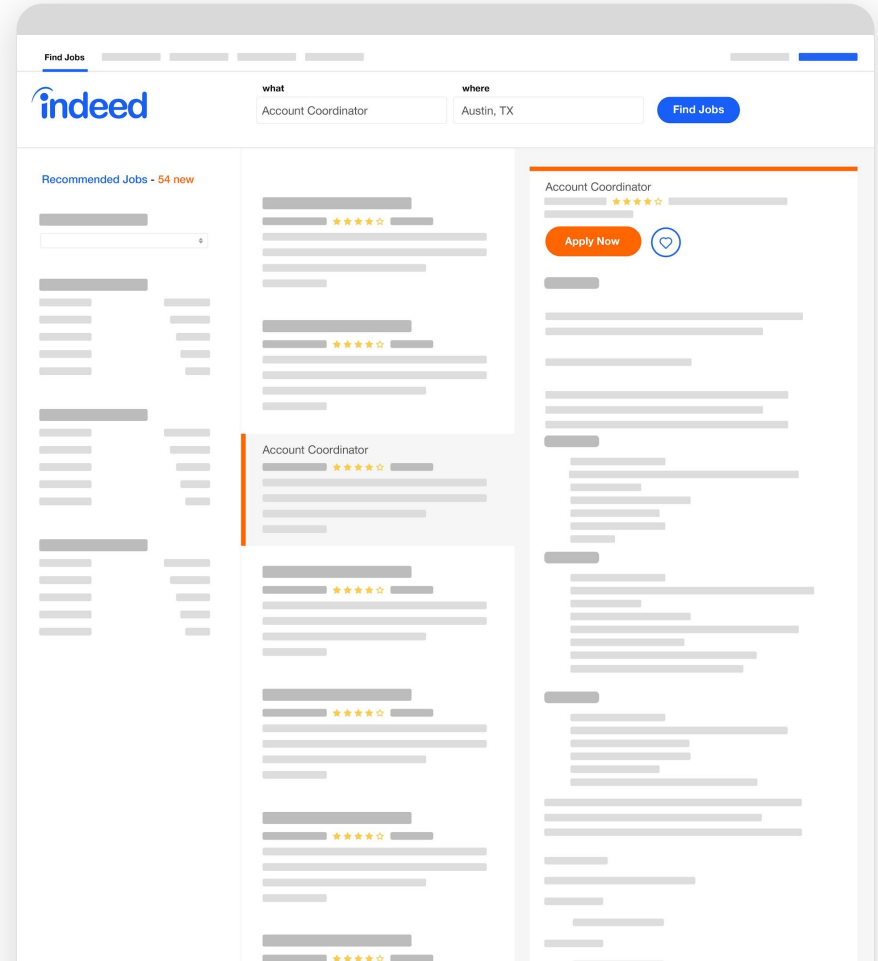
An illustration on the left side of the slide shows a dark brown hand holding an orange envelope. A large, light blue arrow points from the envelope towards the right, symbolizing the direction of the resume or application process.

Tailor your resume to be ATS-friendly

- + An Applicant Tracking System (ATS) is a software used to sort and filter job applications
- + Include keywords from the job description that apply to your background

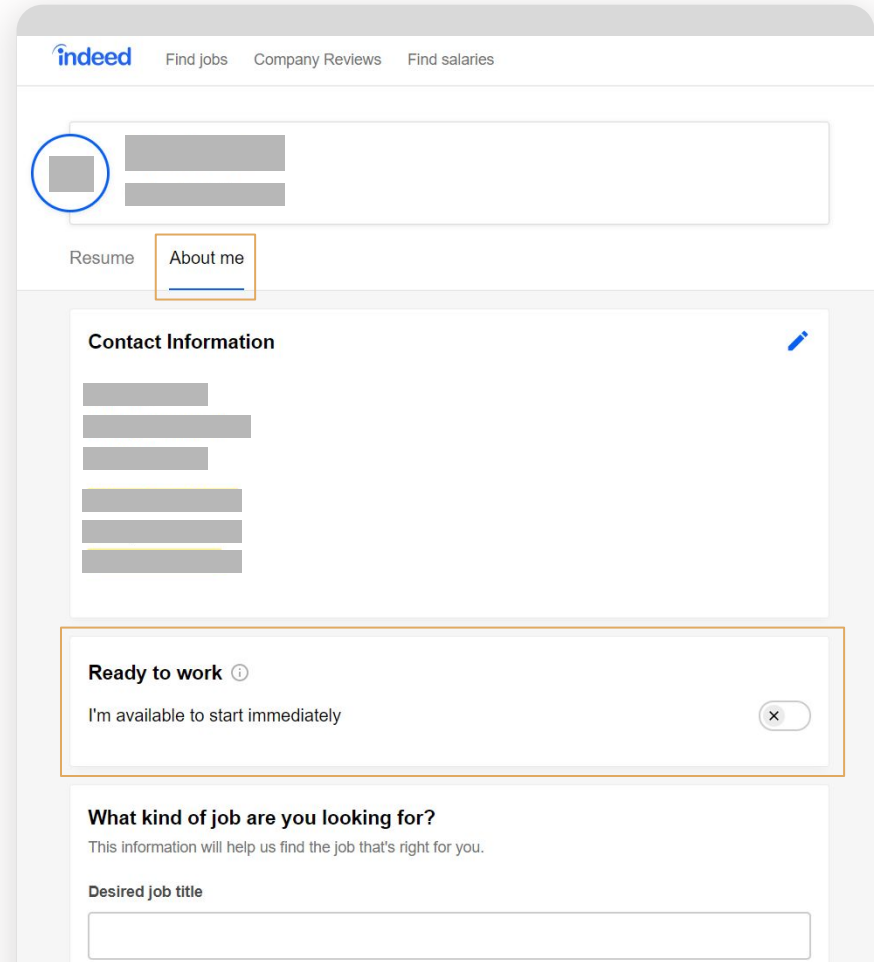
Match keywords from the job description

Find a few jobs you'd like to apply for and compare your skills list to those listed by the employers.



Show employers you're available

Toggle on to indicate that you are available to start working immediately and are open to any job.



Resume search

Employers search for resumes by role and location, using filters and advanced search techniques to refine their results.

Go to resumes.indeed.com to navigate the Indeed Resume database like an employer.

Source: Ladders, "Eye-tracking Study" (2018)

The screenshot displays the Indeed Resume search interface. At the top, the Indeed logo is on the left, and search filters are on the right. The search criteria are "software engineer" under "what" and "New York, NY" under "where". A "Find Resumes" button and an "Advanced Search" link are also visible. Below the search bar, there are sections for "Saved", "Contacted", and "Director of Sales resumes in New York, NY". The "Sort by" is set to "relevance - date". There are two dropdown menus for "Distance:" and "Last Updated:". Below these are filter sections for "Job Type", "Job Titles", "Years of Work Experience", and "Education". The main content area shows a list of resumes, each with a name and a horizontal bar representing the resume content. The names listed are John Doe, Jane Smith, Kyle Garcia, Garry Robare, Joel Merritt, and Michelle Efron. A callout box on the right side of the interface highlights the "Military Service" filter, which is currently checked and labeled "Active or Former Military".



Indeed insider tip

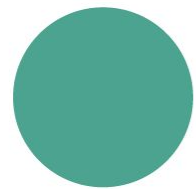


Update your resume at least **once a month** if you are actively looking for a new job.

Updated resumes get pushed to the **top of employers' resume search results**.

You're up to **3X more likely** to get contacted by employers if you updated your Indeed Resume in the last week.

Source: Indeed data (US)



Writing a cover letter



The formula for a successful cover letter

- + Header
- + Greeting
- + Attention-getter
- + Skills + qualifications
- + Wrap-up
- + Closing

George Dennis Sr
Fort Hood, TX
415.555.0012
gdennisr@mil.civ.indeed

March 16, 2020

Dear Hiring Manager,

Since I was a child, I've always had a knack for solving puzzles — the more challenging, the better. Eventually, my love for overcoming complex problems led me to a career as a logistics specialist (92A) for the US Army. I'd love the opportunity to help you replicate your success as you expand into the European market.

As a Military Intelligence and Logistics manager with over 9 years of leadership experience for the US Army and nearly 2 years in intelligence analysis and training, I am known for being decisive and willing to meet the most challenging organizational goals and objectives through developing practical solutions. Compile and supply classified intelligence information to 14 Command staff on Operations Support for critical mission assessment to ensure that key decision-makers were informed on developing information.

Thank you for your time and consideration. I look forward to learning more about the position and your organization's vision for this role.

Sincerely,

George Dennis Sr.

Browse cover letters by job title for inspiration

Access more than 300 sample cover letters.

go.indeed.com/cover-letter-samples

Cover Letter Samples

COVID-19 Resources Finding a Job Resumes & Cover Letters Interviewing Starting a New Job Resume Samples Cover Letters

Career Guide / Cover Letter Samples

Cover Letter Samples and Templates to inspire your next application.

When you're applying for a job, a cover letter lets you show a personal side and demonstrate why hiring you is a smart decision. Cover letters should be around three paragraphs long and include specific examples from your past experience that make you qualified for the position.

The following cover letter samples and examples will show you [how to write a cover letter](#) for many employment circumstances. Browse cover letters by job title for inspiration. ([Get more cover letter tips and advice](#)).

Browse Cover Letter Samples

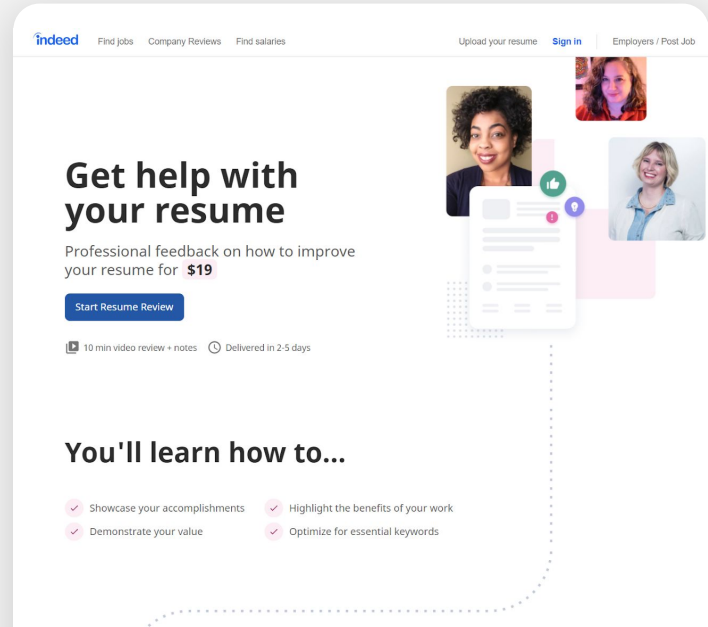
Search by job title

A

Academic Advisor →	Account Executive →	Account Manager →
Accountant →	Accounting Assistant →	Accounting Clerk →

GO.INDEED.COM/MILITARY-RESUME

Complimentary resume review service for military, veterans and spouses



The screenshot shows the Indeed website interface for the Military Resume Review service. At the top, the Indeed logo is on the left, and navigation links for 'Find jobs', 'Company Reviews', and 'Find salaries' are in the center. On the right, there are links for 'Upload your resume', 'Sign in', and 'Employers / Post Job'. The main content area features a large heading 'Get help with your resume' and a sub-heading 'Professional feedback on how to improve your resume for \$19'. A blue button labeled 'Start Resume Review' is prominent. Below this, it states '10 min video review + notes' and 'Delivered in 2-5 days'. A section titled 'You'll learn how to...' lists four benefits: 'Showcase your accomplishments', 'Highlight the benefits of your work', 'Demonstrate your value', and 'Optimize for essential keywords'. On the right side of the page, there are three profile pictures of diverse individuals and a graphic of a resume with a thumbs-up icon and a question mark, suggesting personalized feedback.



Complete the form

Answer a few questions about your career goals.



Add your resume

Choose your Indeed resume or upload another resume.



Watch your review

Get your 10-minute video with personalized recommendations.

Learn more

indeed.com/hire/veterans

Put your hard-earned skills to work.

We'll help you get noticed by the recruiters and employers searching for veterans like you.



Bonnie Whitehead
Former CPT - Logistics Officer
Current Technical Support

Upload resume



Build your resume

Highlight your military experience to get the attention of the 1.5M companies hiring on Indeed. We'll help.



Find the jobs that fit

Search for jobs that draw on the skills you gained in the military. You can apply from any device.



Navigate the civilian job market

The Career Guide materials below can tell you everything you need to know about getting a job, from start to finish.

Start your search

What

job title, keywords, skills, or company



Where

city, state, or zip code



Find Jobs

Start your civilian career: resources for veterans

Career Guide

Show

Career Guide

About

**We help
people
get
jobs.**