

JOHN ARMY

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Social security Number: 111-11-1111
Citizenship: United States of America

Military Service: California National Guard 00-02
Veteran's Preference: 10 points

OBJECTIVE

Program Support Clerk, GS-0101-1, Announcement Number: ATL-11-11-111US

JOB SKILLS

- ❖ Experience communicating with soldiers and veterans from various backgrounds, both in active duty and hospitalized for serious injuries sustained in Operation Enduring Freedom. Able to build rapport and use tact, courtesy and professionalism in interpersonal relations.
- ❖ Knowledgeable of physical therapy and medical terminologies.
- ❖ Skilled in office administration procedures, including answering calls, preparing correspondence and documents and filing. Type 40 WPM.
- ❖ Able to work under pressure effectively, both independently and in team settings.

PROFESSIONAL EXPERIENCE

Intern, Veteran's Services

20xx-20xx

Senator Law Bills, State of California
Legislative Building, Los Angeles, CA
Salary: n/a, 20 hours/week

Supervisor: Sen. Law Bills, 217-222-7894. May be contacted.

- Administrative Assistant: Performed administrative duties such as word processing, managing files and records, designing forms, and other office procedures. Prepared correspondence and producing reports on veteran's benefits and research.
 - Constituent Services: Provided customer and personal services to veterans concerning benefits and programs. Answered written and phone inquiries, providing information on policies, procedures, objectives and regulations pertaining to patient care and services.
 - Veterans' Benefits Research: Researched TRICARE health insurance issues for national guardsmen and reservists while not on active duty. Advocated for veterans' benefits and provided information to Department of Veterans affairs representatives. Wrote summaries of veterans' problems and situations concerning processes and treatment services.
- ✓ **Key Accomplishment:** Hurricane Katrina/Veterans Home Coordinator: Coordinated relocation of 600+ veterans from Armed Forces Retirement Home in Wash. To US Solders' and Airmen's Home located in California during Aftermath of Hurricane Katrina. Establish phone card and clothing drives to ensure that each veteran had sufficient clothing. Awarded Humanitarian Service Medal and California Emergency Service Medal.

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Military Police Officer

19xx-19xx

Nebraska Army National Guard
155th Separate Armored Brigade
2222 Hwy 51 South Armored Brigade
Salary: \$21, 500/year; 40 hours/week
Supervisor: Capt. John Smith, 123-454-8522. May be contacted

- Security: Performed law enforcement duties for US forces and commands, preserving military control and providing perimeter, escort and physical security. Investigated, processed and prepared incident reports. Debriefed and interviewed witnesses and sources for pertinent information concerning investigations and incidents; wrote reports and summaries.
- Operational Support: Provided ordinance and logistical support to operational forces. Coordinated compound and work projects.

EDUCATION

Bachelor of Arts in Criminal Justice and Social Work

19xx

California State University
Los Angeles, CA

Certificate, Medical Transcriptionist

19xx

Los Angeles Technical College
Los Angeles, CA

AWARDS

Army Commendation Medal • Iraq campaign Medal • Global War on Terrorism • Expeditionary Medal • Purple Heart, Humanitarian Service Medal • California Emergency Service Medal • National Defense Service Medal • Army Ribbon, Armed Forces Reserve Medal

COMPUTER SKILLS

MS Office: Word • Excel • Outlook • PowerPoint
Access: Internet