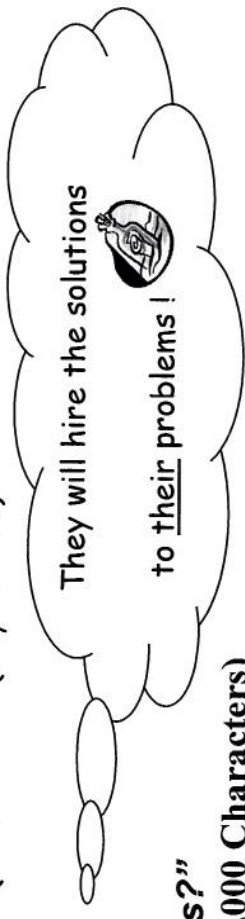


Army Vacancy Announcement's (VAn) Duties, About the Position, and Qualifications (Key Words):

A:
B:
C:



"Are you good at the skills that will solve their problems?"

(Connect the Dots ● → ●)

EXPERIENCE (12,000 Characters)

EXPERIENCE #1 (Most Recent)

(MM/DD/YYYY)

Organization _____ Dates(From _____ to _____) Title: _____

Duties: (Relevant Accomplishments:)

Their Problems		Actions = Key Words		RESULTS	
VAn Skill (Problems) (Key Words)	Verb (Past Tense)	What (Noun)	Numbers Especially TIME People, Money, Things	How Well Results	Examples (Notes)
A:					
B:					
C:					

☞ Bottom Line Up Front = **BLUF = Result first**, then the Verb, Noun and Time

EXPERIENCE #2

Organization _____

(MM/DD/YYYY)

Dates(From _____ to _____) Title: _____

Duties: (Relevant Accomplishments:)

Their Problems		Actions = Key Words		RESULTS	
VAn Skill (Problems) (Key Words)	Verb (Past Tense)	What (Noun)	Numbers Especially TIME People, Money, Things	How Well Results	Examples (Notes)
A:					
B:					
C:					

RESUMIX "Marketing Exercise Sheet" – **Write your PARS** (Side Two)

EXPERIENCE #3

Organization _____ Dates(From _____ to _____) Title: _____
 (MM/DD/YYYY)

Duties: (Relevant Accomplishments:)

Their Problems		Actions = Key Words		RESULTS	
V/An Skill (Problems) (Key Words)	Verb (Past Tense)	What (Noun)	Numbers Especially TIME People, Money, Things	How Well Results	Examples (Notes)
A:					
B:					
C:					

EDUCATION (2,000 Characters)

EDUCATION #1 (Most Recent or Relevant)

(MM/DD/YYYY)

Type of School _____ Dates(From _____ to _____)
 Major: _____ Degree (if any) _____

(Relevant Accomplishments:) **[Courses, Research, Papers, Tests, Experiments, Books]**

Their Problems		Actions = Key Words		RESULTS	
V/An Skill (Problems) (Key Words)	Verb (Past Tense)	What (Noun)	Numbers Especially TIME People, Money, Things	How Well Results	Examples (Notes)
A:					
B:					
C:					

ADDITIONAL INFORMATION (6,000 Characters)

TRAINING

Trainer / Organization _____ Dates(From _____ to _____
 Title: _____ Certificate / Diploma, etc.

Actions = Key Words			RESULTS		
Their Problems	Verb (Past Tense)	What (Noun)	Numbers Especially TIME People, Money, Things	How Well Results	Examples (Notes)
A:					
B:					
C:					

CERTIFICATIONS or LICENSES

Trainer / Organization _____ Dates(From _____ to _____
 Title: _____ Certificate / Diploma, etc.

Actions = Key Words			RESULTS		
Their Problems	Verb (Past Tense)	What (Noun)	Numbers Especially TIME People, Money, Things	How Well Results	Examples (Notes)
A:					
B:					
C:					

RESUMIX "Marketing Exercise Sheet" – Write your PARS (Side Four)

AWARDS

Organization _____ Dates(From _____ to _____)

(MM/DD/YYYY)

Type _____ Got the Award for what? Linked to the Announcement

Their Problems		Actions = Key Words		RESULTS	
V An Skill (Problems) (Key Words)	Verb (Past Tense)	What (Noun)	Numbers Especially TIME People, Money, Things	How Well Results	Examples (Notes)
A:					
B:					
C:					

REFERENCES who know what ?; QUOTES from EVALUATIONS and PERFORMANCE REVIEWS

Their Problems		Actions = Key Words		RESULTS	
V An Skill (Problems) (Key Words)	Verb (Past Tense)	What (Noun)	Numbers Especially TIME People, Money, Things	How Well Results	Examples (Notes)
A:					
B:					
C:					

REASONS TO HIRE YOU - linked to A, B, & C "You should select me because ..." (+) Attitude: "Enjoy ..." "Like to ..."

(+) Your Reference List (Names, Titles, Phone Numbers, Best days and times to call, what they know about you)

(+) SUPPLEMENTAL DATA - linked to A, B, & C

Type of VAn {Permanent, Temp, Term, Shift}, Veteran's Status, Typing Speed