

*Alignment to the Vacancy Announcement with time, results and examples:*

**Duty Description and Qualifications Blocks!**

The Vacancy Announcement states:

“The incumbent will review reports before they are submitted.”

Candidate #1: I have reviewed reports.

Candidate #2: My team’s reports were accurate, complete, in the right format, and submitted on time because I carefully and thoroughly reviewed reports 10% of my time over the last 5 years.

Candidate #3: I typed monthly reports in MS Word.

**Zipper together your history and *relevant accomplishments***

**Your History**

Army Résumé Builder  
3 blocks

**Experience**  
(paid and volunteer)  
12,000 characters  
employers, your titles,  
time-frames, locations, hours, pay

**Education**  
2,000 characters

**Additional Information**  
6,000 characters  
Training, Licenses, Certifications,  
Awards, References, Quotes ...

Few Changes

**Your Marketing**

**Accomplishments** (how long & how well + examples) in the skills from the announcement’s duties and qualifications.

Always consider changing as each announcement is a slightly different *interview*

Allocate your RESUMIX to Connect the Dots back to the Vacancy Announcement's

- Duties
- Qualifications
- A
- B
- C
- D

**EXPERIENCE = YOUR RELEVANT, ALIGNED, CONNECTED ACCOMPLISHMENTS**  
 ≧PARS≦ Federal Accomplishments = time and results

1<sup>st</sup> (current) Job: Time Frame From \_\_\_ to \_\_\_; Your Title; Your Organization  
 Accomplishments in A, B, C, D

2<sup>nd</sup> Job: Time Frame From \_\_\_ to \_\_\_; Your Title; Your Organization  
 Accomplishments in A, B, C, D

3<sup>rd</sup> Job: Time Frame From \_\_\_ to \_\_\_; Your Title; Your Organization  
 Accomplishments in A, B, C, D

4<sup>th</sup> Job: Time Frame From \_\_\_ to \_\_\_; Your Title; Your Organization  
 Accomplishments in A, B, C, D

5<sup>th</sup> Job: Time Frame From \_\_\_ to \_\_\_; Your Title; Your Organization  
 Accomplishments in A, B, C, D

6<sup>th</sup> Job: Time Frame From \_\_\_ to \_\_\_; Your Title; Your Organization  
 Accomplishments in A, B, C, D

EDUCATION: A, B, C, D

ADDITIONAL INFORMATION

TRAINING: A, B, C, D  
 LICENSES / CERTIFICATES: A, B, C, D  
 AWARDS: A, B, C, D (linked and explained back to the announcement, please)  
 OTHER: A, B, C, D

- Other A, B, C, D
- Continuations and explanations from Experience or Education in A, B, C, D
- References for A, B, C, D
- Quotes from awards, evaluations and thank you's for A, B, C, D
- **Reasons to hire you!**

12,000 Characters

2,000 Characters

6,000 Characters

A technique for you to consider ...

1. Highlight (paint) the key parts of the Vacancy Announcement and copy [EDIT and COPY; right-click the mouse and COPY]
2. Go to an MS WORD document and paste [EDIT and PASTE; right-click the mouse and PASTE]
3. Use the pasted sentences to guide you in constructing your **actual** Success Statements
4. Highlight (paint), COPY and PASTE your fully constructed statements into the appropriate blocks in Army Resume Builder

Protects Federal Property from hazards ... Stands guard at exterior and interior gates ...

- Spell Check
- TOOLS: Word Count
- Multiple examples
- SAVE!

Protected Federal Property from hazards for over 4 years successfully. Stood guard at exterior and interior gates properly for over 3 weeks at a time for 15% of time during my 4 years in the Army.

Work Experience

Army Community Service (12/01/1995 - Present) - Employment and Financial Readiness Manager  
 Rock Island Arsenal, Illinois United States  
 Supervisor: Penny Olson - (309) 782-0828; Contact: Yes  
 Salary: \$720.00 per year  
 Duties: Over the past 9+ years I have provided excellent customer service in employment and personal financial services. Shined the DAACS accreditation in 02/2002. Recognized as an expert source in career development and personal finances.

Character Count: ALL  
 Maximum: 12,000 Characters