

NAME: First, Middle, Last
RANK: Sergeant
SSN: 999-990999

ADDRESS: Street address
 City, State, Zip
 (Telephone number)

UNIT: 257th PSC, XX ARNG
 Street address
 City, State, Zip
 (Telephone number)

OBJECTIVE: (Examples) To obtain an appointment as an ARNG warrant officer, in duty MOS 420A, Military Personnel Technician. **OR:** To obtain certification for redesignation into MOS 420A, Military Personnel Technician.

PERSONAL DATA:

Date of birth: 8 Mar 64
Height: 5' 10"
Weight: 170 pounds
Health: Excellent

Marital Status: Married
Dependents: Two
MOS: P75D20 S71L20

CIVILIAN EDUCATION:

Bachelor of Science, University of Maryland, College Park, MD
 Associate Degree, Central Texas College, Killeen, TX
 Diploma, Orchard View High School, Muskegon, MI

MILITARY EDUCATION:

BNCOB MOS 75B
 U.S. Army Soldier Support Ctr.
 Fort Benjamin Harrison, IN

Scope of training focused upon leadership and MOS training at the middle management level

PLDC
 Fort Hood, TX

Scope of training concentrated on leadership skills

Personnel Management Specialist Course
 U.S. Army Soldier Support Ctr.
 Fort Jackson, SC

Initial MOS training that taught the basic skills in MOS 75D10

MILITARY EXPERIENCE PERTINENT TO MOS 420A:

Jul 92 - Present
 Personnel Records Supervisor
 257th PSC, XX ARNG

Responsible for initiation and maintenance of officer and enlisted personnel and health records. Supervise a team of 3 personnel records specialist.

Jun 89 - Jun 92
 Personnel Records Specialist

Responsible for initiation and maintenance of officer and enlisted personnel and health records.

CIVILIAN EXPERIENCE PERTINENT TO MOS 420A:

Jan 90 - Present
 Military Personnel Specialist
 MILPO, TX ARNG

Review and process records of accessed enlisted soldiers to assure documents are complete and contain all required signatures. Verify soldier met all eligibility requirements.

SUMMARY:

Write a paragraph or two on why you feel you are fully qualified to perform the duties of a warrant officer in your skill.

Signature and date

Figure 2-1. Sample Resume Format