



BUILD A RÉSUMÉ

NGEEP Résumé Workshop

THE JOB POSTING

Before you write

Read the full job posting.

Identify repeated skills, tools and credentials.

Match responsibilities to honest examples.

Use the employer's language when accurate.

Job posting:

*“Track inventory and
resolve discrepancies.”*

Your experience:

*“Maintained inventory
records and investigated
count differences.”*



RÉSUMÉ STRUCTURE

Core sections

Name, city, phone and professional email

Summary matched to the role

Relevant skills and tools

Experience and achievements

Education and credentials

Details that help

Include LinkedIn if useful.

Keep the summary to 2–3 lines.

List job title, employer and dates.

Add relevant projects or volunteer work.

Skip sections that add no value.



ACHIEVEMENT BULLETS

Action + task + scope or result

Weak: “Responsible for inventory.”

Stronger: “Tracked 400+ items and corrected record errors.”

Use specific, believable details.

Add only numbers you can verify.

Examples of transferable work

Military: Tracked equipment and updated records.

Service: Answered questions and documented follow-up.

Production: Recorded quality checks each shift.



TRANSFERABLE SKILLS

Military experience

Military: “Maintained equipment accountability.”

Civilian: “Tracked equipment and updated records.”

Explain safety steps and reported discrepancies.

Other experience counts

Volunteering shows coordination and reliability.

School projects show research and teamwork.

Caregiving and civilian work show job-ready skills.

Use terms civilian employers understand.



RÉSUMÉ FORMAT

Easy to scan and ATS-friendly

Use readable fonts and headings.

Keep titles and dates consistent.

Use the requested file format.

Use job-posting terms honestly.

ATS: applicant tracking system

Layout and length

Avoid complex graphics and tables.

Avoid tiny fonts and dense text.

Early career: often one page.

Relevant experience may need two pages.

Let relevance guide the length.



COMMON MISTAKES

Content to improve

Generic résumés: tailor your skills and top bullets.

Duties only: show your contribution.

Overstating: be ready to explain every claim.

Details to check

Omit photos, age and marital status in U.S. résumés.

Use your city, not a full street address.

Proofread spelling and dates.

Check formatting in the saved file.



QUALITY CHECK

Five-minute review

Does the top third connect to this job?

Are relevant skills easy to find?

Do bullets begin with clear action verbs?

Are numbers, dates and contact details accurate?

Does the saved file open and look right?

Your next step

*Find one job posting.
Highlight three
requirements. Update
your résumé with honest
evidence for each.*

*Aim for a clear, relevant
and truthful résumé.*



TAILORING EXAMPLE

Warehouse / Materials Role

Before: “Handled military supplies.”

After: “Tracked supplies and reported shortages.”

Include the procedures you followed.

What changed

The bullet names transferable tasks.

Plain language explains your work.

No invented numbers, software or achievements.

Add verified inventory size or error reduction.

