

# FULL NAME

LinkedIn: linkedin.com/in/username  
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*Award-winning, proactive human resources professional with extensive background in personnel recruitment, placement, retention, and policy development with expertise in regulatory compliance*

(The standard “Objective” that always used to be included on resumes is outdated. The Objective simply stated your desired position, which is little use to a potential employer. We recommend a Profile or Headliner instead, an example of which is shown above. It captures your main traits or experiences that best relate to the job you are applying for. It should be edited and updated for each different potential job.)

## SUMMARY OF QUALIFICATIONS

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- Proven talent for recruiting, motivating and leading collaboratively with diverse teams of managers and specialized professionals.
- Hands-on, versatile leader with demonstrated track record of building cooperative, productive teams that work efficiently toward common goals and organizational objectives.
- Knowledgeable in employment policies and regulations including:
  - Human Resources Information System (HRIS)/Benefits Administration and Budgeting
  - Equal Employment Opportunity Commission policies
  - Environmental Health & Safety Forms Management/Freedom Of Information Act Management
  - Quality Assurance and Personnel Security clearance
- Proficient in all Microsoft Office applications.

(This section really helps to drive home to the potential employer the fact that you are an excellent fit for this position. It should focus on the skills and experience most relevant to the job you are applying for.)

## PROFESSIONAL HIGHLIGHTS

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### VICE PRESIDENT, Human Resources/Personnel Readiness Operations

2006 – Present

Robins Air Force Base GA and Offutt Air Force Base, NE

- Execute \$964K education budget resources to develop cost-effective personnel readiness training programs in accordance with Department of Defense directives and policies.
- Maintain critical liaison between military and civilian support agencies to create high morale and facilitate overall welfare and oversight of a diverse group of 400 military and civilian personnel.
  - Successfully administer civilian and military personnel family support services through mentoring and leadership-by-example guidance.
- Ensure rapid unit accountability during emergencies, natural disasters, and other extraordinary events through the Personnel Readiness Center.
- Demonstrate strategic management of over 2,000 monthly personnel deployments supporting the national defense initiatives by seamlessly integrating all facets of personnel readiness operations, including the Status of Resources and Training Systems (SORT's).

### DIRECTOR OF PERSONNEL

2004 – 2006

Offutt Air Force Base, NE

- Directed and organized with distinction personnel programs for over 12,000 civilian and military personnel by implementing timely deployment, certified training, and execution of quality assurance measures.
- Effectively served as a budget official with \$82.7K budget and accurately oversaw allocation of \$12M in human resources management programs, including timely disbursement of \$15M in bonuses.

### PERSONNEL/SECURITY MANAGER

2002 – 2004

Peterson Air Force Base, CO

- Efficiently managed the second largest Personnel Reliability Program (PRP) in the Air Force by providing integral policy guidance for personnel training for six certifying officials and 4,800 + PRP resources.
- Successfully launched innovative combat-ready procedures for the support-integrated processing team for the Personnel Support for Contingency Operations (PERSCO).
- Validated and enforced policy guidance to 52 functional managers and nine bases; performed nuclear surety quality assurance visits to Personnel Reliability Program (PRP) locations.

## EDUCATION

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Bellevue University, NE

**Bachelor's Degree in Human Resources/Labor Relations Management**

(The position of this section can be moved around on a resume depending on its relevance. For a recent college graduate, or someone with advanced degrees in their field, it might be better to place this closer to the top of the resume. You should include the name of the institution, degree or certificate awarded, location, and date, or number of years in the role.)

## AWARDS AND HONORS

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*Superintendent of the Year*, 2012

*Manager of the Year*, 2006-2008

*Personnel Specialist of the Year*, 2002-2004

(This "AWARDS AND HONORS" section allows you to provide the potential employer with more information of your prior success. These will serve as high points and will allow your special qualities to show that you are willing to go the extra mile)