Boeing - Security Assistant #3222 (company, job title and number – this will become your OBJECTIVE on your resume)

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| You seek | I offer |
| Associates degree; Bachelor’s degree in math preferred | UAA Bachelor of Science with anticipated graduation in 2014, Physics minor. 111 credits completed |
| At least one year federal experience | Twenty years of advancing responsibly in the federal (military) system) Current grade is GS11 |
| Ability to lift at least 50 pounds | Tested in work-related physicals (3/13 and 5/13) to lift loads of 50 pounds using correct ergonomic posture and techniques |
| Demonstrated skill in making PowerPoint presentations and delivering presentations live and via the Internet | Created 12 presentations in last six months using PowerPoint and Keynote; 6 created in BrainShark for narrated versions and online access by staff for annual compliance training. |
| Compiled and analyzed information for reports | Developed templates for six monthly reports; filed reports ahead of deadline 12 0f 12 months with executive summaries that highlighted analyses |
| Strong math background | College credit in math courses – 48 credits  Served on project teams as support for building formulae for spreadsheets, increasing accuracy while improving efficiency for staff when collecting data |
| Ability to work in team-oriented environment | Routinely served on designated and informal teams for project management  Ability to lead a team noted as strength on three annual performance reviews |
| Coordinated crisis action plans | Over two years developing, implementing, and evaluating crisis action plans for post event response affecting 10,000 citizens |
| Demonstrated self-direction and initiative | Recognized by awards for service and leadership; recognized for initiative in development of cost saving measures affecting frequency of supply orders |
| Commanding presence | Received recognition for Leadership & Service, 2013 |
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Left side. List requirements shown in the job announcement. Do not abbreviate. If the job ad lists something repetitively, you do the same. These items be evaluated by the recruiter as ‘yes/no’ or ‘go/no’ go evaluations.

Include both desired/preferred criteria. For resumes that meet all requirements, telling how you meet the preferred criteria adds value.

Right side. List KSAs and traits that might be used by the recruiter to select which resumes will lead to an interview. Revise each one to start with a past-tense action verb, a behavior, and metrics to quantify your achievement.

On the right side, list everything as you are outlining exactly what to address in your resume for this particular job. The better you pick up on all the hints found in the job ad and place them in the left side, the more likely your resume will result in an interview. Overlook nothing, from paragraph one to the last footnote. Do not let the section headings in the job ad distract you from mining the whole ad. And stick to the outline rather than putting items in your resume that you are proud of. MATCHING is your goal!