

RESUME TIP SHEET

Your resume is an extremely important document that serves as a snapshot of your career, technical expertise, and potential eligibility for predetermination as a future Warrant Officer. Your resume assists the DA MOS Proponent in their evaluation of your qualifications to determine whether you meet the minimum prerequisites for a particular MOS.

Additionally, your resume demonstrates your ability to communicate in written form. Remember, as a Warrant Officer you will be required to read, write, and interpret policy. Take your time, verify the accuracy of information contained in the resume, use spell check, and obtain one or more peer reviews to ensure your resume represents you as a professional.

Before you begin typing, assemble all source documents needed to construct the resume. Examples of helpful documents are: DA 2-1/ERB/ORB, NCOERs/OERs, College Transcripts, Awards and Certificates, DA 1059's, AGR/Technician Job descriptions for all positions held, and civilian job descriptions and evaluations if using civilian skills to document technical expertise.

Next, review the duties of the Warrant Officer MOS as described by the proponent on the USAREC Warrant Officer website at the [U.S. Army Recruiting Command's Warrant Officer Recruiting Information Site](#). Keep these duties in mind as you write your resume. For example, if the duty description says you are required to utilize a particular Army system to track Soldiers on the battlefield and you have experience utilizing the system, be sure to include that experience on the resume.

Bold certain text to highlight and draw attention to exceptional achievement and honors. Examples may include: Distinguished Honor Graduate, Honor Graduate, Bronze Star, ARCOM, Soldier of the Cycle/Quarter/Year, high GPA, Dean's List, coin presentation, or other special recognition.

Other Things to Consider: Use plain white paper, black ink, and a 12-point standard font such as Arial or Times New Roman.

Do not go through a big expense. Prepare the resume yourself, but do a quality job.

Refer to the Attached Sample Resume for the Following Items:

Personal Data: Enter personal data as described on the attached sample resume. It is important to include your email and telephone numbers so you may be easily contacted if needed at any point in the predetermination packet process.

Objective: Clearly state your "Objective". Ensure your objective statement addresses the Warrant Officer MOS which you are requesting a predetermination for. An example

is: "To obtain an appointment as a Warrant Officer, MOS 420A, Human Resources Technician, in the Florida Army National Guard".

Civilian Education: State college or vocational schools attended/attending, degree received, and any special recognition such as high GPA, Dean's List, etc. Also, include high school graduated from and location.

Military Education: Include all leadership schools attended as well as additional military schools pertinent to the Warrant Officer MOS you are pursuing. List in order from most recent to earliest training attended. Aligned with the left margin of the paper, include the dates attended, title of the course, name of school training center, and the location of the course. Beginning at the center of the page and continuing to the right margin, include a short description of the course content, the relevance of the school to your pursuit of the Warrant Officer predetermination, and any individual accomplishments received at the school. **This information should mirror your DA Form 1059s and/or certificates of completion.**

Military Experience: List all military assignments. Provide a concise job description, focusing on the unique characteristics of your specific positions. Focus on measurement of success using your NCOERs/OERs as the source document. Include systems used, number of Soldiers supervised, additional duties, and any other pertinent **outstanding achievements/awards** received while in each assignment. **List deployments** as a separate assignment. Highlight duties and accomplishments while deployed in the description of duties. **This information should mirror your DA Form 2-1/ERB/ORB.**

Civilian Experience Pertinent to MOS: If you have no civilian experience that directly relates to the Warrant Officer MOS for which applying, OMIT this section. Otherwise, use the same guidance as above. Explain any relevant experience and training you obtained in each civilian position that meets the prerequisite requirements of the proponent. Also include civilian licenses and ratings pertinent to the Warrant Officer MOS. **This information should mirror your civilian evaluations as applicable.**

Summary: This is presumably the most important part of the resume. Write a paragraph or two explaining why you are fully qualified to perform the duties of a Warrant Officer in your career field and how your selection will benefit the Warrant Officer Corps and the Army National Guard. Make this a call to action but do so without turning off the reader by the overuse of the words "I" and "me". Take this opportunity to call attention to your unique and special abilities, attributes, and accomplishments that set you apart from your peers. Do not replicate earlier stated experience and/or training accomplishments, but include noteworthy awards, accomplishments, or achievements not previously stated. Wrap up your summary with a proclamation of your belief that you are exceptionally qualified and have the leadership, management, and technical skills needed to become a Warrant Officer.

SIGN and DATE