

THE SUCCESSFUL VET

Week 3 • Paid Member Exclusive • thesuccessfulvet.com

📖 Want the full playbook? Read *The Successful Veteran* — the complete civilian transition guide for service members leaving the military.

Available on Amazon → amazon.com/dp/B0DJL271C9

VETERAN RESUME TEMPLATE

ATS-Ready Civilian Resume — Pre-Built Examples + Blank Template

EXAMPLE RESUME — Read this first. This is what yours should look like. Keep to 2 pages maximum

ALEX RIVERA

Boise, ID | (208) 555-0147 | alex.rivera@email.com | linkedin.com/in/alexrivera

PROFESSIONAL SUMMARY

My background comes from years of running large, high-stakes logistics and operational programs where decisions had real consequences. Along the way, I learned how to combine traditional supply chain expertise with emerging AI and data tools to remove bottlenecks and improve forecasting. I'm now looking to bring that blend of experience and innovation to a team that values efficiency, accuracy, and forward-leaning problem-solving.

EXPERIENCE

Operations Supervisor | U.S. Army, Fort Carson, CO 2018 – 2026

- Reduced equipment downtime by 34%, recovering \$1.2M in operational costs, by redesigning the maintenance tracking workflow using an enterprise ERP and a SharePoint dashboard to flag at-risk assets 72 hours before deadlines.
- Delivered a \$4.7M inventory reconciliation 11 days early by applying Lean process mapping to cut 6 redundant approval steps and consolidate 3 ordering queues into one purchasing workflow.
- Cut fuel expenditure by \$210,000 annually by restructuring distribution schedules to consolidate 38% of weekly runs across 14 teams using TMS route analytics.
- Mentored six junior NCOs through a structured development plan; four earned early promotions within 12 months, doubling the unit's promotion velocity year over year.

Logistics Coordinator | U.S. Army, Fort Bragg, NC 2015 – 2018

- Eliminated inventory discrepancies by 22% in the first quarter by designing a tracking SOP and Kanban board that was later adopted as the standard across the organization
- Improved equipment transfer processing time by 60% (14 days to 5.5 days), saving over \$2.5m over 6 months by designing SOPS and ERP inventory software utilizing *Insert system here* .
- Cut medical evacuation response times by 21 minutes across a multi-state region by standardizing triage workflows and coordinating evacuation routing with partnered agencies.

EDUCATION

- **Master of Science, Supply Chain Management (Expected 2027)**
[University Name]
- **Bachelor of Science, Business Administration — Logistics & Supply Chain Management**
American Military University
- **Logistics and Supply Chain Operations**
Army Sustainment University

CERTIFICATIONS

- Project Management Professional (PMP), PMI — 2026
- Lean Six Sigma Green Belt, [Issuing Organization] — 2025
- Positioning SAP Business AI, SAP — 2024
- AI in Supply Chain, Coursera (AI CERTs) — 2026
- GenAI for Supply Chain Optimization, Coursera — 2026
- Oracle Fusion AI Agent Studio Certified Foundations Associate, Oracle — 2024
- Supply Chain Analytics Specialization, Rutgers University / Coursera — In Progress 2026

TECHNICAL SKILLS

- **Project Management:** PMP Methodology, Scope/Schedule/Cost Management, Work Breakdown Structure (WBS), Risk Register Development, MS Project, Smartsheet, Asana, Jira, Monday.com
- **Supply Chain & Logistics:** Demand Planning, Inventory Management, Procurement & Vendor Coordination, Transportation Management Systems (TMS), Logistics Cost Analysis, Supply Chain Analytics (IBM/Coursera), SAP ERP Fundamentals, Oracle NetSuite, Warehouse & Distribution Operations
- **Process Improvement:** Lean Six Sigma (Green Belt), Value Stream Mapping, Kaizen, Kanban, 5S, SOP Development, Continuous Improvement Facilitation
- **Data & Reporting:** Excel (Power Query, PivotTables, VLOOKUP/XLOOKUP), Power BI, Tableau, SQL Fundamentals, KPI Dashboard Development, Operational Reporting, Data Visualization, Microsoft 365 (Teams, SharePoint, Project, OneNote)

- **AI & Generative AI Tools:** ChatGPT (GPT-4o, GPT-5), Claude (Sonnet/Opus), Microsoft Copilot (M365 + Power BI), Google Gemini, Perplexity AI; Prompt Engineering, Retrieval-Augmented Generation (RAG) Fundamentals, AI-Assisted Demand Forecasting, AI-Driven Report Drafting
- **Automation & Emerging Tech:** Microsoft Power Automate, Power Apps, Zapier, Make (Integromat); Process Mining Fundamentals, Workflow Automation, Low-Code/No-Code Tooling, Oracle Fusion AI Agent Studio

THE SUCCESSFUL VET

Week 3 • Paid Member Exclusive • thesuccessfulvet.com

📖 Want the full playbook? Read *The Successful Veteran* — the complete civilian transition guide for service members leaving the military.

Available on Amazon → amazon.com/dp/B0DJL271C9

YOUR RESUME — Fill this in using the example above as your guide. Keep to 2 pages maximum

[YOUR NAME]

[City, State] | [Phone] | [Email] | [LinkedIn URL]

PROFESSIONAL SUMMARY

[Write 2–4 sentences. Use the Professional Summary AI prompt below to generate this. Lead with what you deliver, not what you've done.]

EXPERIENCE

[Job Title] | [Branch + Unit + Location] [Start Year – End Year]

Use the Experience Bullet AI prompt below. Format each bullet: Results/Impact → Skills/Systems/Certifications Used → What Actually Occurred. Keep each under one sentence. Quantify every line.

- [Bullet — quantify with numbers, percentages, dollar values, or team sizes]
- [Bullet]
- [Bullet]
- [Bullet]

[Job Title] | [Branch + Unit + Location] [Start Year – End Year]

- [Bullet]
- [Bullet]
- [Bullet]

EDUCATION

- [Degree, Field of Study]
[School Name]

- **[Degree, Field of Study]**
[School Name]

CERTIFICATIONS

- [Certification Name, Issuing Organization — Year]
- [Certification Name, Issuing Organization — Year or In Progress]
- [Certification Name, Issuing Organization — Year]

TECHNICAL SKILLS

HOW TO USE THIS SECTION

The categories shown in the example resume above (Project Management, Supply Chain, Process Improvement, Data & Reporting, AI Tools, Automation) are illustrative only — they fit a logistics/operations background. They are NOT a template to copy.

Pick 3–4 categories that match your actual background and the role you are targeting. More than 4 dilutes focus and makes you look generic. Each category should contain named tools, platforms, methodologies, or certifications — not abstract concepts like "problem solving" or "leadership."

Category examples by career field:

- **Human Resources:** Talent Acquisition & Sourcing (LinkedIn Recruiter, Indeed), HRIS Platforms (Workday, BambooHR, ADP), Performance Management, Employee Relations, Benefits Administration, SHRM-CP/PHR, Compensation Analysis
- **Information Technology:** Cloud Platforms (AWS, Azure, GCP), Networking (Cisco, CCNA), Cybersecurity (Security+, CISSP), Systems Administration (Linux, Windows Server), Scripting (Python, PowerShell, Bash), ITIL, ServiceNow, Active Directory
- **Communications & Public Affairs:** Strategic Communications, Media Relations, Crisis Communications, Content Creation (Adobe Creative Suite, Canva), Social Media Management (Hootsuite, Sprout Social), AP Style, Internal Communications, Stakeholder Engagement
- **Intelligence & Analysis:** All-Source Analysis, OSINT, Geospatial Analysis (ArcGIS, Palantir), Structured Analytic Techniques, Threat Assessment, Link Analysis (Analyst's Notebook, Maltego), TS/SCI Clearance, Intelligence Cycle, Counterintelligence
- **Consulting:** Stakeholder Management, Business Case Development, Process Mapping (Visio, Lucidchart), Change Management (Prosci ADKAR), Client Workshop Facilitation, Strategic Frameworks (SWOT, Porter's Five Forces), Executive Presentations, Financial Modeling
- **Cybersecurity:** SIEM Platforms (Splunk, Sentinel, QRadar), Vulnerability Management (Nessus, Qualys), Incident Response, Penetration Testing (Kali, Metasploit), NIST/RMF Frameworks, CISSP, CEH, Security+, Zero Trust Architecture
- **Healthcare Administration:** Electronic Health Records (Epic, Cerner), HIPAA Compliance, Medical Coding (ICD-10, CPT), Healthcare Operations, Patient Flow Optimization, CMS Regulations, Lean Healthcare, Joint Commission Standards
- **Construction & Facilities:** Project Scheduling (Primavera P6, MS Project), Construction Management, OSHA 30, Bluebeam Revu, AutoCAD, Cost Estimating, Subcontractor Management, LEED, Site Safety, Building Codes

Fill in 3–4 categories below. Delete the others.

- **[Category 1]:** [List 6–10 named tools, platforms, methodologies, or certifications — comma separated]
- **[Category 2]:** [List 6–10 named tools, platforms, methodologies, or certifications]
- **[Category 3]:** [List 6–10 named tools, platforms, methodologies, or certifications]
- **[Category 4 — optional]:** [List 6–10 named tools, platforms, methodologies, or certifications]

THE SUCCESSFUL VET

Week 3 • Paid Member Exclusive • thesuccessfulvet.com

📖 Want the full playbook? Read *The Successful Veteran* — the complete civilian transition guide for service members leaving the military.

Available on Amazon → amazon.com/dp/B0DJL271C9

AI PROMPTS FOR YOUR RESUME

Use these two prompts in ChatGPT, Claude, or Copilot. Paste your background and the target job description, and the AI will produce civilian-ready language. Both prompts deliberately avoid the verbs *led*, *managed*, *oversaw*, and *directed* — they push the AI toward outcomes instead of roles.

📖 AI PROMPT — Professional Summary

"I am a transitioning U.S. [branch] veteran with [MOS/Rating/AFSC] experience. Here is the job description I am applying for: [paste]. Rewrite my resume summary to match this role in civilian language. Pull only from my resume to show how I am a strong fit. Lead with measurable results — improvements, savings, deliveries, throughput. Do not use the verbs 'led', 'managed', 'oversaw', or 'directed'. Do not use filler language. Keep it under 3 sentences."

📖 AI PROMPT — Experience Bullets

"You will act as a recruiter reviewing my resume and edit my job experience bullet points.

is the job description I'm targeting: [paste].

The format you need to use for the experience bullets is: Results/Impact I had on the organization — What skills, systems or certifications from my resume I used to achieve this

How it occurred. Keep each bullet under 1 sentence. Do not use the verbs 'led', 'managed', 'oversaw', or 'directed', or other job description words that do not convey achievement, impact— instead open every bullet with an results oriented verb that shows what was delivered, reduced, increased, built, or improved or similar words that show measurable impact. As much as possible use quantifiable data such as %, \$.


Skills/certifications from resume:[Insert here]


Previous Work Experience [insert here]"

✓ ATS & FORMATTING TIPS — Read Before You Submit

- **ATS FORMATTING:** No tables inside the resume body, no text boxes, no columns, no graphics. Save as .docx or PDF.
- **KEYWORDS:** Copy exact phrases from the job description and embed them naturally in your bullets and summary.
- **QUANTIFY EVERYTHING:** Dollar values, team sizes, percentages, timeframes. Numbers get callbacks.
- **OPENING VERBS:** Avoid 'led', 'managed', 'oversaw', 'directed', 'supervised'. Use 'reduced', 'delivered', 'built', 'cut', 'increased', 'negotiated', 'launched', 'sustained'. Use words that show value, impact.
- **LENGTH:** One page if under 10 years of experience. Two pages max if over 10 years.
- **FILE NAME:** Save as "FirstName_LastName_Resume_[TargetRole].docx" — never "Resume_Final_v3.docx".

Your transition doesn't end with this page. Everything here is part of a larger mission — built by a veteran, for veterans.

 **The Successful Veteran: A Companion Guide to Military Transition** — the complete tactical playbook for your transition. Available on Amazon: amazon.com/dp/B0DJL271C9

 Free weekly veteran transition content, real breakdowns, and zero fluff. Subscribe on YouTube: youtube.com/@SuccessfulVet-h9d