



## Instructions to Applicant:

C U CLEAR provides personnel for a number of companies throughout the United States. Many of these companies have very specific requirements for potential employees. C U CLEAR knows it is your desire to have your resume receive the greatest exposure and consideration by our clients. In an effort to assist you in accomplishing that we have developed a resume format that works best for our clients and encourage you to use this format when submitting your resume.

When submitting your resume, the following is requested:

1. Submit your personalized cover letter, resume, and bio as a single document file, utilizing the format provided in the pages below for the resume and bio. Do not include this instruction page.
2. Prior to submitting, rename your file using the following convention:

LastName.FirstName.MiddleInitial.Areaofspecialty.ResumeDateShownAs MonthYear.CUC  
Position number.doc

Example:

Smith.John.D.NETWORKENGINEER.Feb08.CUC08.046.doc

3. Please identify the C U CLEAR position number/title you wish to be considered for within the cover letter and include your date of availability.

You may submit an updated file at any time, should new jobs of interest be posted. Your most current version will be retained, or, custom versions accepted and maintained for various roles.

**Thank you for your response to C U CLEAR Vacancy announcement.**

*All C U CLEAR Clients are Equal Opportunity and military friendly employers.*

<http://www.cuclear.com>

**Name:**  
**Address:**  
**Work Phone:**  
**Home Phone:**  
**Cell:**  
**Other:**  
**Work Email:**  
**Home email:**  
**Date of Availability:**



**Education:**

*Examples:*

BS in Human Resources, 2002  
Park University, Parkville, MO  
Senior Enlisted Academy, 1993  
Naval War College, Newport, RI

**Technical Schools and Certifications:**

*Examples:*

Commander Master Chief, NETC, Norfolk, VA; Operational Test, Development and Evaluation Director, Norfolk, VA; Flag Writer "C" School, Ft. Benjamin Harrison, IN; Master Explosive Ordnance Disposal Technician

**Military Service or N/A:**

Branch:

Years Served:

Date of retirement/separation

OIF/OEF experience: YES NO

Describe w/dates:

**Professional Biography**

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Mr./Ms. XYZ has over X years of \_\_\_\_\_ experience in \_\_\_\_\_, and advanced professional training. Serving during \_\_\_\_\_ wartime engagement periods, he/she is \_\_\_\_\_ *(example) a highly decorated combat veteran.* He/she *retired/separated* from the Navy in 2002 with X years experience as a *(title)* and X years experience as a *(title)* *example: Master Explosive Ordnance Disposal (EOD) Technician specializing in, both manpower and personnel programs and maritime anti-terrorism and force protection of Naval assets.* Mr./Ms. XYZ is a recognized subject matter expert in: *(list examples).* As a *(title)* *example: Command Senior Enlisted Advisor and Operational Test Director for EOD Systems,* he/she ensured *(example)* quality of work efficiency and test analysis accuracy for 115 enlisted Test Directors; including professional and technical training, policy development, enforcement of Naval laws, Joint regulations, policies and environmental constraints requirements. Mr./Ms. XYZ currently *(example)* resides on the Board of Directors for Navy Mutual Aid Association and the Board of Advisors for the Secretary of the Navy's Retiree Council.



**NAME – Full Name**

**POSITION – Job Announcement Title**

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**CLEARANCE LEVEL: TS or Secret/SCI (if applicable), Type of Inv., Date (xxxx-xx-xx)**

**SUMMARY OF QUALIFICATIONS AND EXPERIENCE:** (A single paragraph describing your experience and knowledge (no more than six – eight lines))

**KNOWLEDGE SKILLS AND ABILITIES:**

### **Technical Skills**

- **Bullet format (List specialized knowledge or skills specific to the Job Announcement requirements)**

### **Personal Characteristics**

- **Bullet format (List Attributes, Personal strengths)**

### **Civilian Experience (If applicable, list in chronological order)**

Corporation or Organization, Location (Mo. Yr – Current)

**Position Title -**

- **Bullet Format (List Duties and Responsibilities)**

### **Military Experience (If applicable, list in chronological order)**

Organizational Unit, Location (Mo. Yr – Mo. Yr.)

**Position Title -**

- **Bullet format (List Duties and Responsibilities)**

**EDUCATION:**

- **Bullet format (High School or College, Degree Achieved, Yr. Graduated)**
- **Bullet format (Formal Military or Civilian Schools and/or Academies attended, Yr. completed)**

**KNOWLEDGE SKILLS AND ABILITIES:**

- **Bullet format (Military or Civilian Courses attended, Yr. completed)**
- **Bullet format (List Certification and Level achieved, Yr. achieved)**
- **Bullet format (List MOS/NEC earned)**

## **AWARDS/HONORS:**

- **Bullet format (List Military Award presented)**
- **Bullet format (List Military and/or Civilian Honor presented)**

## **PROFESSIONAL AFFILIATIONS:**

- **Bullet format (List Official Position Held and/or Membership)**