Veteran Transition — Fictional Resume Example

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Edition: September 27, 2026 · Prepare well. Step forward.

JORDAN EXAMPLE

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Target: Administrative Support

Relevant experience

Example Service Unit (fictional) — Personnel Support Specialist

06/2022–06/2026

- Review personnel-action requests for required fields, return incomplete submissions with clear instructions and route complete requests through the authorized process.

- Maintain a status log and alert the team lead when an unresolved item approaches its deadline.

- Prepare clear handover notes so another team member can continue pending work.

Relevant learning or project

Example Transition Workshop (fictional) — Participant

07/2026–08/2026

- Translate military terminology into plain descriptions, map actual duties to civilian job requirements and practice answering interview questions without acronyms.

Relevant skills

Administrative records; deadline tracking; correspondence; basic spreadsheets.

Example-use note

This person, employment history, organization and achievements are fictional. Use the structure, not the invented history. Replace every claim with your actual experience. This civilian example does not establish qualification, licensure or federal hiring eligibility. A federal application needs its own required details and two-page review.