

## Skills Analysis

### Skills Obtained from Training

List military and business training attended.

Identify the primary skill gained from the course plus other skills learned. Provide examples such as:

- Supervision or leadership courses
  - Motivation skills
  - Influential communication skills
  - Negotiation skills
  - Effective communication skills (verbal and written)
- Technical courses
  - Systems thinking
  - Documentation skills

### Skills Obtained on the Job

List prior jobs performed in the past 10–12 years.

Identify the key skills used to perform the jobs. Provide examples such as:

- Working knowledge of a product or suite of products
- Problem solving, e.g., investigating and asking questions
- Teaming and leading teams
- Presentation skills, e.g., briefing groups
- Analysis and decision-making skills
- Establishing processes or showing discipline in following processes
- Accountability



## Resume Tips for Veterans, Wounded Warriors and Military Spouses



**Raytheon**

**Raytheon**

*Customer Success Is Our Mission*

## What Is a Resume?

A resume is a tool with one goal: To get an interview. A resume is a way to market your skills, experience and education to a prospective employer. It should represent you in the best light and convince an employer that you have what it takes to be successful in the position you are applying for.

### A Strong Resume Will:

- Pass the employer's screening process
- Establish you as a professional
- Represent you as a person of high standards
- Demonstrate your excellent writing skills with clear, well-organized, and well-written language
- Clarify your objective, direction, qualifications, and strengths

## To Apply for Positions at Raytheon Follow These Steps:

1. Go online to [www.raytheon.com/military](http://www.raytheon.com/military)
2. Click on **Drop off your resume here** (middle of the page, above Events).
3. Complete the information and click on **Submit**. This will add you to the transitioning military prospecting database for enhanced screening by our military recruiters.
4. To search for jobs of interest and submit to specific jobs in our applicant tracking database, click on the appropriate link for our professional or entry-level/college jobs portal.
5. Create a login and more detailed profile if it is your first visit to the site. Complete the voluntary self-identification form.
6. Search for jobs and submit to them (you can create a targeted resume for each job).

\*Only provide information that is relevant to the position you are applying for. Once you locate the desired job or position, print out the jobs description, required or desired skills, required or desired education, and security clearance requirements. Read all items carefully and highlight key skills, systems, programs, etc. Tailor your resume to address these specific items using the verbiage in the job posting.

## Targeting Your Resume

Please use the following information as a guide to create a targeted resume:

### HEADING

Your full name, mailing address (with zip code), day and evening telephone numbers (with area code), and e-mail address.

### OBJECTIVE

State what you want to do. Be specific and make sure it matches the job(s) you are applying for.

### EXPERIENCE

Employer's (Unit/Squadron) name and location, job title, and starting and ending dates (month and year).

### DUTIES AND ACCOMPLISHMENTS

Use bullet sentences or short paragraphs to describe action, impact and outcome of your duties and skills as they relate to the job you are applying for. Focus on the last 10 years and summarize all other experiences.

### EDUCATION

List name(s) and location(s) of high school and colleges or universities attended. Include majors of all degrees received (if no degree, show total credits earned and credit or semester hours and anticipated graduation year). If you are a recent college graduate, please include your GPA.

### OTHER QUALIFICATIONS

Job-related training courses (title and year); job-related skills; job-related certificates and licenses; and job-related honors, awards and special achievements.

### SECURITY REQUIREMENTS

Identify your security clearance level (Secret or Top Secret) and last date of use (separation or retirement date).

Be sure to only provide information that is relevant to the position you are applying for. Below are some **do's** and **don'ts** for your resume:

### Do

- Clearly state your objective
- Clearly state your abilities and background — what makes you special
- Use action verbs when describing your skills/experiences
- List leadership and followership skills
- State education, skills, certifications, etc.
- Use a professional e-mail address
- Write in third person
- Use spell check and proper grammar
- Have your resume reviewed by a professional
- Create a targeted resume for each job you apply for
- Keep a copy of your resume close at all times

### Don't

- Do not write your life story — this is not a biography
- Do not add material that is irrelevant to the job
- Do not use two pages unless you can fill two full pages
- Do not abuse military terminology
- Do not use military jargon such as NCOIC, good-to-go, COMSEC (spell out acronyms)
- Do not write in first person
- Do not list medals/awards unless relevant to job
- Do not list your disabilities or disability rating
- Do not put your Social Security number on the resume
- Do not include salary information
- Do not list previous supervisor or reason for leaving