

NAVAL POSTGRADUATE SCHOOL PROGRAM APPLICATION RESUME FORMAT & INSTRUCTIONS

GENERAL: The resume is limited to 30,000 characters, addressing the current position and the three previous positions. Ensure to highlight your leadership capabilities or military experience. Please ensure that your resume entries match your ACRB entries, i.e., duty titles and start and end dates of jobs.

Adhering to these instructions is crucial to providing standard and consistent civilian candidate records for Board review.

Here are suggestions to write a resume setting you apart from other candidates:

- Focus on relevant experiences, skills and abilities;
- Write your resume to demonstrate you can best execute and succeed in a developmental leadership opportunity;
- Write descriptions in the active voice;
- Refer to current and previous years' performance or contribution objectives and accomplishments to identify your unique skills, knowledge and abilities to build into your resume. Quantify the results you achieved.

RESUME FORMAT (RULES): Follow these rules when preparing your resume.

- Limit each experience entry description to no more than fifteen (15) lines.
- Only typed/word processed resumes will be accepted.
- Times New Roman font, 12-point is preferred.
- **Do not use the following:**
 - Vertical lines, graphics and boxes;
 - Two-column format or resumes that look like newspapers;
 - Fancy fonts such as italics, underlining, or shadows;
 - Acronyms or abbreviations, other than to describe type of systems used.
- **Do not submit:**
 - Any documentation not specifically requested.
 - Any documentation that is password-protected or that contains macros.

TIPS

Line 1: Start and End Dates (Month and Year = "MMYY"); Employing Office Name and Location (City/Military Installation, State).

Line 2: Position Title; Pay Plan, Series, Grade/Pay or Broad Band, Level and Series. Position Titles. Use position titles that relate your specific primary job responsibilities and critical skill levels to best descriptive advantage. Ensure position titles match the titles on your ACRB. Work with your Acquisition Career Manager in advance to ensure titles are correctly listed.

Examples: Instead of “Electronics Engineer” (your official job description title), a more descriptive title would be, “Project Leader, Tactical Electro-Optical Program.”

Position Pay Plan, Series, Grade/Pay or Broad Band/Pay Bank, Level and Series

Examples: GS-855-14; NH III, Series 855; or YA-02, Series 855

If an experience entry describes Federal civilian positions at different grade levels, include month and year promoted to each grade.

MAJOR TASKS AND ACCOMPLISHMENTS.

Provide substance and depth in areas which will be important to the board members.

- Length of experience descriptions – Less than or equal to 15 lines per item.
- Use numbers, quantities, and specifics to create vivid images.
- Describe the following:
 - Supervisory, managerial, team leader or other leadership roles and accomplishments;
 - Special programs you have managed;
 - Systems, projects, and programs you have worked on;
 - Explain how use of your skills benefited mission/organizational accomplishments;
 - Functional and multi-functional job assignments; and
 - Organizational levels of experience.

MORE TIPS:

- DO energize entries with contributions, accomplishments*, programs and projects currently in progress.
- DO show diversity of organizational levels, jobs, and types of experience.
- DO make descriptions clear and quantifiable.
- DO NOT repeat information included on ACRB (awards, education, etc.)
- DO NOT quote job descriptions for duties, responsibilities.

(* **Accomplishment** is defined as follows: A new or unique task which is over and beyond your expected duties. The result of a project, challenge, or problem you solved and were commended for.)