

**JEREMY DENTON – Sample Federal Resume in the “Outline Format” features skills and competencies for a target job announcement.**

**This resume information is ready to copy and paste into USAJOBS.gov Resume Builder.**

**E-5, Helicopter Crew Chief Seeking Management Analyst, GS-7**

## **FEDERAL RESUME IN THE OUTLINE FORMAT**



[www.resume-place.com](http://www.resume-place.com)

### **JEREMY D. DENTON**

1234 Anywhere Street  
City, State, Zip code  
Phone: 555.555.5555  
Email: [jeremy.d.denton@gmail.com](mailto:jeremy.d.denton@gmail.com)

### **PROFESSIONAL EXPERIENCE**

01/2010 to present, INTELLIGENCE ANALYST; E-5; Maryland National Guard, Baltimore, MD, Hours per week 40; Supervisor: Buddy Smith (410) 744-4444  
Security Clearance: Secret (active), Interim Top Secret (active)

**DATABASE ADMINISTRATOR:** Maintain, process, and manage security clearance database and associated procedures for 1-175<sup>th</sup> Infantry Battalion utilizing JPA. Initiate clearance process for personnel requiring new clearances, and identify personnel whose authorization has been revoked. Process and secure sensitive and/or derogatory personnel information in close coordination with Army security managers. Enter coded information into Army systems.

**TRAINING:** Lead numerous classes on Army critical skills and required knowledge, including Operational Security and Human Trafficking.

**SAFEGUARDING PERSONAL INFORMATION:** Protect file integrity of 600+ individual files, each containing sensitive personal information.

**OPERATION PLANNING:** Help plan real world training exercises for upcoming peacekeeping deployment to the Sinai Peninsula in support of 1979 Camp David Accords.

**KEY ACCOMPLISHMENTS:**

**SELECTED TO BE BATTALION ELECTRONIC WARFARE NON-COMMISSIONED OFFICER:** Outstanding work ethic led to selection as the Battalion Electronic Warfare NCO. As EWO, trained to use the electromagnetic spectrum to deny the enemy's ability to attack US and Allied personnel with remote devices. Work directly with commanders to ensure the proper utilization of Electronic Warfare to safeguard friendly personnel.

10/2004-01/2008, HELICOPTER CREW CHIEF; E-5, Sgt, 3rd Marine Air Wing, Marine Corps Air Station Miramar, San Diego, CA; Salary: \$30,000; 40+ hours per week; Supervisor: Staff Sergeant Bernie Milton, (555) 555-5151, may contact.

**TEAM LEAD / FLIGHT CREW MEMBER:** Planned, organized, led, and performed maintenance on CH-53E Super Stallion helicopters, including during Operation Iraqi Freedom. Supported more than 2,000 sorties in several major campaigns. Performed and directed maintenance at Marine Corps Air Station Miramar and during two tours in Iraq (total time 15 months) to ensure mission safety and readiness for operations. Proved effective as short-term project leader directing multiple operation events and major maintenance projects under pressure.

**SCHEDULING AND COORDINATION:** Performed daily inspections on assigned aircraft; assisted in preflight inspections performing final checks; monitored aircraft performance during flight; assisted as a lookout and advised pilot of obstacles and other aircraft.

**TECHNICAL SKILLS:** As Helicopter Mechanic, performed inspection and maintenance duties on various aircraft systems, including the fuel, flight control, rotor, utility, and power plant systems; checked cockpit controls, switches, and safety devices.

**CRITICAL THINKING AND PROBLEM SOLVING:** Analyzed weight, mission, cargo and prepared aircraft for maximum defense. Utilized evaluative and technical skills in operating aircraft mounted weapons systems.

**PLAN AND ORGANIZE WORK:** Assisted in the supervision and administration of aircraft maintenance operations. Developed methods and procedures to improve efficiency of the Flight Crew, especially in flight operations or emergency maintenance procedures.

**CUSTOMER SERVICES:** Ensured safety for both passengers and cargo planning. Analyzed and loaded cargo efficiently to meet deployments and readiness planning.

**TRAINING / COMMUNICATIONS:** Using effective verbal and written communication skills, trained junior Marines in every aspect of the Marine Corps, including history, financial education, alcohol awareness, weapon safety, martial arts, tactics, and professional development.

## **KEY ACCOMPLISHMENTS:**

LOGGED 1,200+ FLIGHT HOURS WITHOUT A SINGLE LOSS OF LIFE OR AIRCRAFT during two tours in Iraq and in the United States, including during combat conditions. Earned numerous recognitions, including Navy and Marine Corps Achievement Medal and numerous Air Medals. Participated in armed interdictions, border patrolling, medical evacuations of military and civilians, and special operations.

AS PLANE CAPTAIN, performed essential systems and safety checks for every aircraft under my care daily prior to operations (up to 14 helicopters). Led team effort in achieving a perfect safety record for my unit over 3.5 years and two combat tours. Trained junior staff in aircraft operations, aerial gunnery, combat tactics.

08/2003-10/2004, U.S. MARINE CORPS BASIC TRAINING AND HELICOPTER TRAINING, various USMC US locations.

## **MILITARY TRAINING**

Naval Aviation Air Crewman Candidate School at NATTC, NAS Pensacola, FL (add classroom hours and month and year)

Survival, Evasion, Resistance, and Escape (SERE) School at Brunswick, ME. (add classroom hours and month and year)

"A" and "C" school, CH-53E Crew Chief Training Syllabus at CNATT MAR Unit, MCAS New River, NC. (add classroom hours and month and year)

"C" school, CH-53E Crew Chief Training Syllabus at CNATT MAR Unit, MCAS New River, NC. (add classroom hours and month and year)

Plane Captain (PC) Ground syllabus for type aircraft. (add classroom hours and month and year)

## **EDUCATION:**

University of Baltimore, Maryland

Bachelor of Arts, Government and Public Policy, cum laude, January 2010

Relevant Coursework: Constitutional Law; Bureaucracy and Public Policy; American Public Policy; Comparative Government; State and Local Government; Methods in Government and Public Policy; American Political Thought; Ethical Issues in Business and Society.

GPA: 3.7 out of 4.0.

New York Maritime College, Bronx, NY

35 credits toward degree in International Marine Transportation, 09/2002-05/2003

.

## **AWARDS AND RECOGNITION**

Navy/USMC Achievement Medal, 2007

2 Iraq Campaign Medals, 2007, 2004

16 Air Medals

USMC Good Conduct Medal, 2006

Global War on Terrorism Service Medal, 2004

National Defense Service Medal, 2003

Sea Service Deployment Ribbon

## ADDITIONAL INFORMATION:

Maryland Drivers License  
Current Interim Top Secret Government clearance  
Eagle Scout, Boy Scouts of America  
CPR and First Aid Certified through the Red Cross

## JEREMY'S BEFORE RESUME:

### OBJECTIVE

To secure a position with Northrop Grumman as an On Call Biometric Fingerprint Tech in Baltimore, MD.

### EXPERIENCE

SEPTEMBER 2008 TO PRESENT      The Belvedere Hotel      *Baltimore, MD*

#### BARTENDER

- Provided safe and positive atmosphere for up to 150 customers at a time.
- Specialized in authentic detail driven cocktails.
- Inspected customers' identification cards in order to authenticate age and identity.
- Supported bar staff and management with event preparations on and off site.

SEPTEMBER 2003 TO      United States Marine Corps      *San Diego, CA*  
JANUARY 2008

#### HELICOPTER CREW CHIEF

- Served as flight crew member, operating and performing maintenance on CH-53 Helicopter.
- Performed daily inspections on assigned aircraft; assisted in preflight inspections performing final checks; monitored aircraft performance during flight; assisted as a lookout and advised pilot of obstacles and other aircraft.
- Responsible for passengers and cargo; loaded cargo; served as a mechanic.
- Performed inspection and maintenance duties on the various systems of the aircraft including the fuel, flight control, rotor, utility, and power plant systems; checked cockpit controls, and safety devices.
- Assisted in the supervision and administration of aircraft maintenance operations.
- Responsible for aircraft defense, operated aircraft mounted weapons systems.
- Assisted in training of junior Marines in every aspect of the ways of Marine Corps including history, financial education, alcohol awareness, weapon safety, martial arts, tactics, and professional development.

### EDUCATION

SEPTEMBER 1998 TO MAY 2002      Bethesda Chevy-Chase High School      *Bethesda, MD*

Maryland High School Degree

SEPTEMBER 2002 TO MAY 2003      New York Maritime College      *Bronx, NY*

Earned thirty-five credits towards degree in international marine transportation.

JANUARY 2010      University of Baltimore      *Baltimore, MD*

Graduated Cum Laude with B.A. in Government and Public Policy.