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Sailor Timmy

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SUMMARY: When transitioning careers or if your experience's relevance to data centers isn't clear (likely if you're a transitioning nuke), a VERY SHORT 2-3 line summary is helpful. It frames your narrative for the reader, explaining your interest and qualifications for the role.

WORK EXPERIENCE (your most impressive thing needs to be first, period – i.e., no vague summaries!)

Company Name **Month Year – Month Year**
Job Title *City, ST (or just put Remote if remote)*

- Core responsibility #1 / key results / high level summary.
- Core responsibility #2. As your most recent past experience, you can build out a few bullet points here.
    - Sub-bullets are for more detail if needed, like key performance stats or a portfolio / website link.
- Core responsibility #3. Pretend this is where they stop reading your resume. **Whether Work or Education is your top section, the first thing they see must be your most impressive stuff, period.** Hence, no summary.
- Core responsibility #4. Bullets #1 and #2 are for high-level descriptions of the company and/or your role.

Company Name (use "United States Navy" for the Navy) **Month Year – Month Year**
Job Title *City, ST*

- Core responsibility #1 / key results / high level summary.
- Core responsibility #2. As your most recent past experience, you can build out a few bullet points here.
- Core responsibility #3. Don't feel the need to write too much about jobs from more than 5 years in the past.

Prior Job Title | Month, Year – Present

- If you've been promoted / have held multiple titles at one company, put dates in italics next to each title like so.
- Core responsibility #2. As the jobs get older in your timeline, they're less relevant and need fewer bullet points.

Prior Job Title | Month, Year – Month, Year

- "Prior to my promotion to [current title], I…" core responsibility #1. Older job, less relevancy, 1 bullet is fine.

Company Name **Month Year – Month Year**
Job Title *City, ST*

EDUCATION

University Name (if applicable) **Graduation Month, Year**
Degree (e.g., BS), Majors (e.g., Computer Science) *City, ST*

- If applicable, list honors like *summa cum laude* or Economics Honors Society; 3.X/4.0 GPA (only if GPA>3.5)

United States Navy Nuclear Power Training Program **Month Year – Month Year**
Electronics Technician "A" School, Nuclear Power School, and Nuclear Field Prototype *Charleston, SC*

CERTIFICATIONS, SKILLS & INTERESTS

- **Certifications:** If you have relevant ones; otherwise, delete this bullet + delete "CERTIFICATIONS" above
- **Skills:** Mission critical system operation; environmental monitoring; arc flash prevention; mechanical and switchboard maintenance; maintenance management/tracking software; regulatory compliance
- **Interests**: Triathlons; board games; camping; dog training; coaching youth basketball