

Hello, Matthew! My name is Liz B., and I look forward to working with you today. I have written comments about your submission in the form below and embedded comments directly into your work.

Thank you for choosing us to help you improve your employment materials. Let's begin!

What's Working:

The reviewer highlights a strength of the writer's work.

Matthew, your section called "Areas of Excellence" works well to open your resume. Beginning with this area provides your prospective employer with the specific qualities you have to offer them.

What Needs Work:

The reviewer provides personalized advice to guide job seekers to a more polished final product.

I've chosen three priorities to focus on as you revise.

Content Development

Many businesses now accept resumes only online, scan them for electronic review by a hiring committee, or create a searchable database they can use to identify candidates using keyword searches. Therefore, it's essential to include applicable professional keywords in your resume. In your *Value Profile*, *Areas of Excellence*, and *Professional Accomplishments* sections, use some of the keywords from the job description. Research the company and the industry to uncover other relevant keywords the prospective employer may use to search for qualified candidates.

- What do you see on the company's website?
- What do they emphasize about their values or goals?
- What are the specific criteria for logistics and supply chain work that you'll need to include?

Stand out to your future employer by loading your resume with keywords that fit their search criteria.

Organization/Formatting

Be sure to list each qualification on its own line. Each line should focus on a specific skill to provide ease and readability to your prospective employer. You don't want your skills to be cluttered or run together since this could deter your reader and possibly cause confusion. Let's look at an example from your resume:

~ Managed business growth at a cross dock facility servicing 82 locations; partnered with vendors and company personnel to maintain security, I.T., maintenance, etc.

Here, I've provided one sample revision of these skills:

- ~ Managed business growth at a cross dock facility servicing 82 locations
- ~ Partnered with vendors and company personnel to maintain security, I.T., maintenance, etc.

Separate the rest of the qualifications as well, Matthew, so each one stands out and is easier to read.

Grammar & Mechanics

Under "Professional History," your verb tense was all past tense for the jobs you have listed as current. If you are indeed still performing these job skills, the verb tense should be present tense.

That way, the prospective employer will know that you are still actively at the stated position. I've demonstrated how you can make this change below:

Ryder Integrated Logistics

2015 – Current

- **Promoted to Logistics Manager**
Customer Logistics Manager

~ *Initiated* major operational changes

Revision:

~ *Initiate* major operational changes

To maintain consistency in this area, please revise all the verbs so that they are present tense.

Revision Checklist:

The reviewer reminds the writer of the most important revision needs.

- Utilize keywords from the company job description, website, and media.
- Reorganize your qualification listing, including one detail per line.
- Correct verb tense for your current position.

Matthew, thank you for your submission! I enjoyed reading it, and I wish you the best of luck with your job search. -Liz B.

You can find more information about writing, grammar, and usage in our [Writer's Handbook](#). Please look for comments **[in bold and in brackets]** in your submission below. We hope to see you soon!

Matthew Karey

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LINKED-IN <http://www.linkedin.com/in/matthewkarey>

VALUE PROFILE:

Driven **Logistics** and **Supply Chain Manager** with broad technical skill set. Excellent communicator experienced in interpreting and implementing customer and staff visions on multiple levels. **[Be sure to use keywords your prospective employer will be looking for to highlight how your qualifications will benefit their company. Research the company website, articles/media on the company, and the job description you're applying for to determine which keywords to use.]** Thrives in fast-paced environment where success is measured by relationships with people and overcoming the impossible. Skilled in managing various teams under tight deadlines, turning ideas into pragmatic solutions for business needs.

AREAS OF EXCELLENCE:

- ✓ **Supply Chain Leadership**
- ✓ **Business Development**
- ✓ **International logistics**
- ✓ **Inventory Control**
- ✓ **KPI and Data Analysis**
- ✓ **Operational Planning**
- ✓ **Customer Experience**
- ✓ **Human Relations**
- ✓ **Effective Communicator**

PROFESSIONAL ACCOMPLISHMENTS:

Management:

- Managed business growth at a cross dock facility servicing 82 locations; partnered with vendors and company personnel to maintain security, I.T., maintenance, etc.
- Facilitated day-to-day operations to achieve operational objectives at multiple locations.
- Vendor interaction regarding safety compliance, cost savings, repairs, and brand recognition. **[Be consistent with your opening phrases. The first two accomplishments start with "managed" and "facilitated," both of which are past tense and single action words. How could you rephrase this accomplishment to maintain consistency with the first two? Choose which action you are/were completing, and then choose past or present tense.]**

Cross-Functional Leadership:

- Proven record of over 8 years leading diverse teams to reach or exceed operational goals.
- Currently lead 3PL teams that process ~5,000-12,000 pieces daily for a high profile customer.
- Guided various teams of 100+ employees in logistical operations internationally.

Analytical and Technical:

- Presented with a Certificate of Commendation for conducting the Regional Command (Southwest) Coalition logistics support program audit which increased accountability for principle end-items and

individual equipment inventories worth over \$132M in support of the 8 Contributing Nations sponsored by US Forces.

- Accounted for 67 unclassified and 64 classified computer assets ensuring functional readiness by providing desktop support, troubleshooting, and software push updates to over 60 personnel, in partnership with the company I.T. department.
- Drafted and published company Logistics Standard Operating Procedures and conducted logistics audits to bring company logistics readiness from a 46% to a 92%.
- Updated company SharePoint site compatibility for 3 operating systems: Non-Secure Internet Protocol Router (NIPR), Secure Internet Protocol Router (SIPR), and Combined Enterprise Regional Information Exchange System (CENTRIXS)

Professional Training

Technical Transportation of Hazardous Material
Maintenance Management
Advanced Leadership and Management Development
Counseling and Mentorship
Records Management
Intermediate Leadership and Management Development
Logistics Management

Awards and Recognitions

Navy and Marine Corps Commendation Medal (1)
Navy and Marine Corps Achievement Medal (1)
Certificate of Appreciation (4)
Certificate of Commendation (2)
Meritorious Mast (1)
Good Conduct Medal (2)

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PROFESSIONAL HISTORY:

Ryder Integrated Logistics

2015 – Current

- **Promoted to Logistics Manager**
- **Customer Logistics Manager**
 - Initiated major operational changes for process improvement strategies leading to the increase of productivity by more than 60% which transformed the business from a struggling start-up into a stable and profitable operation.
 - Streamlined plans to organize day to day operations which include but not limited to: Trailer and inventory count, schedule of offloading and on loading trailers, personnel/operational organization as well as employee hours.
 - Recommended ideas to upper management to improve business by simplifying daily procedures, managing labor more effectively, and abating tech issues.
 - Interviewed and selected temp-to-hire employees; matched staffing levels to operational needs.
 - Diagnosed scanning devices to solve common issues that caused significant down time affecting the ability to achieve productivity goals, saving the company approximately \$3K a month as the I.T. Department did not have to be utilized and the devices did not have to be sent to an outside vendor for problem resolution as well as ensuring productivity is not impacted due to technical issues with scanners.
 - Trained and managed a team of 15 to 26 Cross Dock Employees on day to day operations to include: Unloading in-bound trailers; organizing and palletizing product according to store location; efficiently loading trailers to meet commit times; and accurately scanning and categorizing product by location.
 - Completed multiple daily reports utilizing using MS Excel and Database skills to validate scan info, measure productivity, track assets, communicate out-bound completion times and assist upper management and engineers with compiling KPI information.

United State Marine Corps
2015

2008 –

- **Logistics Manager**

- Monitored visibility of over 900 international aircraft and sea shipments containing more than 60K passengers and 6M pounds of gear and supplies, as well as validated and submitted over 150 load plans and hazardous diplomatic clearances for shipping supplies and equipment.
- Developed training plans and suggested improvements to current air load planning and hazardous material certification for shipment procedures as the company subject matter expert.
- Directly impacted the logistical readiness of units by training 100+ logisticians in the operation, troubleshooting and maintenance of the logistics automated information systems and technology utilized in the United States Marine Corps to organize, ship, and track personnel, equipment and supplies.
- Managed a team of 23 logisticians to prepare and validate over 100K principle end items for shipments to meet the supply and financial needs for operational requirements. **[You might consider omitting end punctuation from this list since these items are not complete sentences. End punctuation isn't required with bulleted lists when each item in the list cannot stand on its own.]**
- Awarded the Navy and Marine Corps Commendation Medal for overseeing and assisting with the retrograde and shipment of over 120 containers with contents valued over \$14M, and the assembly of over 1K pallets and 180 shipping containers valued over \$100M in repair parts and excess supplies.
- Received the Navy and Marine Corps Achievement Medal for Reconciling and validating pending maintenance work requests for the 13 buildings comprising unit facilities, purged old completed requests enabling up to date tracking and cost management status.
- Streamlined personnel readiness by managing the medical and dental health reports for more than 400 personnel.
- Managed daily dispatch of 7 government vehicles by utilizing MS Excel to track monthly vehicle mileage reports ensuring information submission to the Southwest Regional Fleet Transportation office. This secured timely disbursement of fuel and maintenance funds.

Education:

BSBA - Logistics/Supply Chain Management, Colorado Technical University, Online
July, 2015-Present (projected graduation date of September 2017)