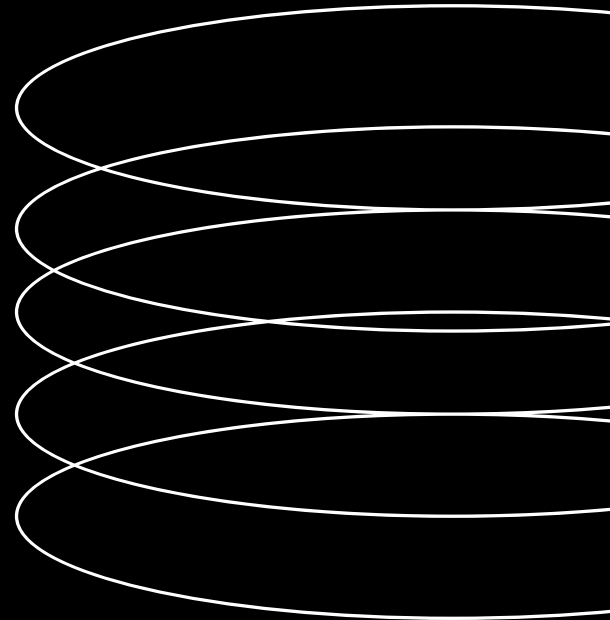




Government to Private Resume Guide



A STEP-BY-STEP GUIDE
Crafting your master corporate resume



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WELCOME!

In this guide, you'll find resources to help you get started with creating a corporate resume. You'll learn how to tell the story of your career using meaningful metrics and not just fluff or reciting a job description. This can be a daunting task as you transition from the public sector to the private sector (but very doable!) If you are in need of 1:1 assistance with this, networking, or interview prep, please book a free consult call with me [here](#). I'm grateful to be on this journey with you and I wish you much success.

CHAPTER 1

Foundations of a Corporate Resume



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HOW IS A CORPORATE RESUME DIFFERENT?

Your resume correlates your experience to the requirements of the role that you're targeting. Think of it as a way to translate your law enforcement experience into corporate *language*.

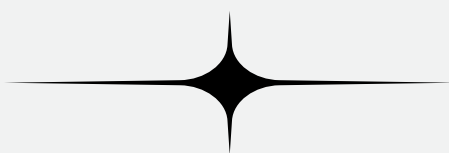
Resumes should be tailored to the role you're applying for. Put yourself in the recruiter's shoes. What would you need to see on a resume in order to feel comfortable hiring someone for a particular role? What if your recruiter or hiring manager does not have a law enforcement background? This is the story of your career on paper and we want those making hiring decisions to see the value of your unique work experience.

The primary goal of crafting a corporate resume is to increase the likelihood that you advance to the interview stage of the hiring process. If the recruiter or hiring manager can't understand your experience because you're speaking in a language that they're unfamiliar with, your chances of moving forward in the process are much lower.

Let's look at an example:

- *Law Enforcement Language*: Responded to a knife wielding suspect and talked them into handcuffs.
- *Corporate Language*: Managed multiple crisis incidents, utilizing de-escalation techniques and active listening to mitigate the risk.

You can see that the second description of a person's work experience is much more likely to be understood by recruiters of all backgrounds and correlated with a corporate job description.



Key Components

There are typically two things that make up the work experience section of the resume: metrics and stories. They are used in tandem to give concrete value to your achievements and give direct examples of ways that you meet the qualifications of the role you're applying for.

1) **Metrics** are usually targeted numbers that define impact and help illustrate the story of your experience.

Examples

- 5 years of investigative experience
- manage 10 direct reports
- oversee a 50K budget
- instructed 10+ classes

2) **Stories** are used to further explain or expand on a complex metric or answer a behavioral question.

Examples

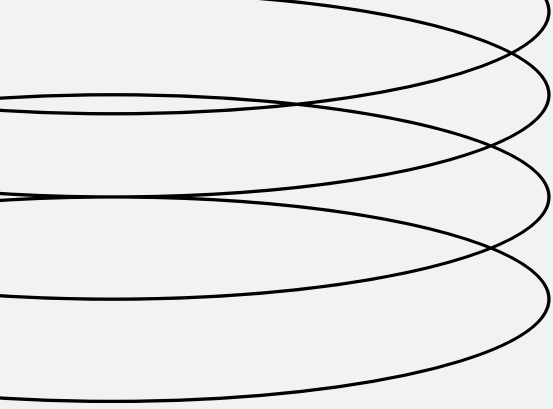
- Designed and developed an intelligence-driven program in response to lack of communication between end-users (patrol officers) and intelligence analysts. This program led to a 15% decrease in theft incidents annually.
- Instructed X number of personnel and created X courses or training curriculums, leading to a 25% increase in exam pass rates in X department.
- Identified a lack of lifesaving equipment and created a business case for equipping each officer with a specific package, leading to an annual investment of \$1.1M in public and private funds for 1800+ personnel.

CHAPTER 2

Creating Impactful Stories



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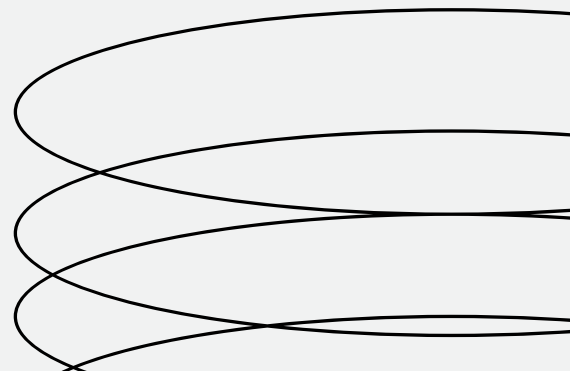
IDENTIFYING YOUR SKILLS AND ACCOMPLISHMENTS

At this point, you might be thinking that you don't have many "corporate skills."

The #1 problem people have with resumes and transitioning out of the government is translating their experience into language the corporate world is familiar with.

No matter what your job title is, how high your security clearance is, or if you work for a small department in the middle of nowhere, your skills will be directly transferable into highly sought after corporate roles.

Here are some examples to help you look at your law enforcement experience through a corporate lens.



People Management

- How many people have you mentored and/or coached, either formally or informally?

Project Management

- What was the problem, how did you fix it, what was the measurable impact to the business
- Number of projects or pieces of work

Cost or Time Savings

- Have you made any recommendations to save money or increase time savings to your organization?

Budget Management

- Do you oversee any money or budget in any capacity

Investigations

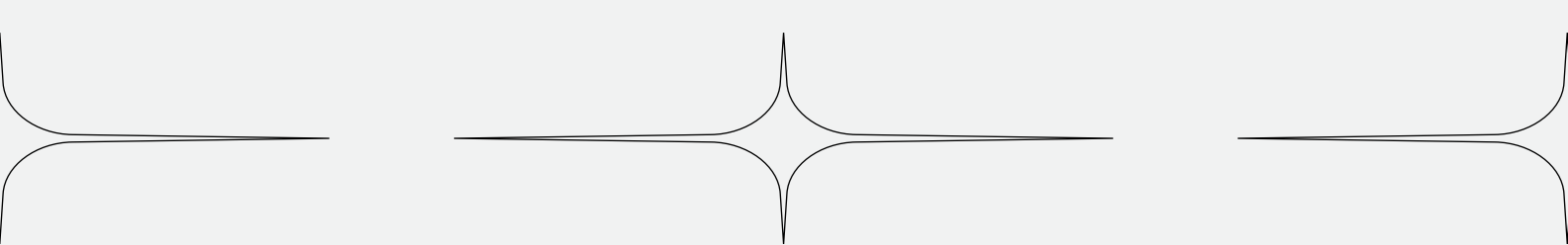
- Remember, a patrol officer is an investigator. You do not need a formal "detective" title to be an investigator. Every motor vehicle accident, interview, or follow-up is an investigation.

Executive Protection

- How many details have you led or participated in?

Performance Management

- How were you evaluated on success or meeting the requirements in your job? Use that feedback to sell yourself!



Using the CAR Method

C = **challenge** (the situation, problem or opportunity that needs to be addressed).

A = The **actions** and steps you took to address the problem.

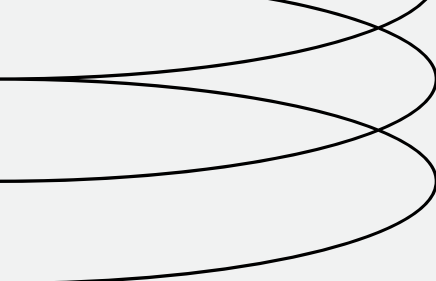
R = The measurable outcome/**result** of the action you took to address the problem.

Challenge	Action	Result
Identified a manual process taking 4 hours on average to complete.	Researched, created, and implemented a SharePoint solution, automating the process for 200+ personnel.	Saved the organization approximately 1500 hours annually in time
Identified a high crime area based on data analysis and community complaints.	Implemented a crime prevention plan in partnership with local businesses and the utilization of Flock Safety cameras.	Decreased crime by 15% over six months.

CHAPTER 3

Resume Tailoring





One of the biggest mistakes made in resume writing is using the same resume for every job. You need to create a MASTER resume (with all of your experience for reference) and a TAILORED resume for **each** role that you apply for.

It's easy to send out the same resume for every job application, but this again does not place you in the best position to obtain an interview. We want to give the recruiter or hiring manager intentional and focused information to show them that YOU are the right candidate for the role.

Here are some helpful tips:

- Read the job description and determine keywords and phrases.
 - Notice what's mentioned multiple times or seems to be emphasized.
 - Speak to those items and keywords with your skills and experiences.
 - Be intentional about what you include (most relevant experiences and skills).
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