

USMC PROFESSIONAL RESUME AND BIOGRAPHY

Professional Resume

- All information is case sensitive unless annotated
- Hold the mouse cursor over each line for an info tooltip to appear with required cell information
- Click on the light gray box to insert your command photo
- All cells are locked and only have enough room for: five major awards, five Combat & Deployments, 20 education spots & 18 duty stations
- Combat & Deployments should only be for operations that resulted in the Sea Service Deployment ribbon (i.e. MEU, SPMAGTF, OIF, OEF, etc. Not ITX, Cobra Gold, Balikpapan, etc.)
- Education starts with MOS School and not High School
- The first line in Chronology of Assignments is for Boot Camp, MCT and MOS School
- The last line in Chronology of Assignments is for your current location
- To print to a pdf:
 - Save the fillable Professional Resume on your computer as: Rank First MI Last Name - Fillable
 - Click the "Print" icon
 - Select the printer called "Microsoft Print to PDF" or "Adobe PDF"
 - Click "Print" and a "Save As" window will open
 - Save the pdf to your computer as: Rank First MI Last Name – Adobe Printed
 - Saving your new pdf to a different name will keep your "fillable" pdf intact and your printed pdf will not be editable.

Biography

- All information is case sensitive unless annotated
- Hold the mouse cursor over each line for an info tooltip to appear with cell information
- It is the individual's option to have a long form or short form biography, but the biography is limited to **one** page
- For the Career Biography, the Marine should list every billet and duty location starting with enlisting in the Marine Corps and reporting to Boot Camp
- The Marine can choose to put his or her hometown if he or she chooses
- To conclude the biography, the Marine should list any college degrees and personal awards (Only list personal awards and not good conduct medals, GWOT medals, Sea Service Deployment ribbons, etc.)
- The Marine can list his or her spouse and children, but do not include dates of birth, ages, current residential street addresses, nor any information about family members (SECNAVINST 5720.44C).
- Printing and saving is the same manner as listed above