# Resume

## Recommendation, 2003 February 26

**This version:**
Resume.doc

**Previous version:**
Resume-2_0.doc

**Editor:**
Kim Bartkus

**Authors:**
Kim Bartkus, HR-XML Consortium
Gail Bubsey, Kelly Services
Kathi Dolan, Manpower
Nick Scobbo, Mitre Corporation

**Contributors:**
Members of the Recruiting and Staffing work group

## Abstract

This document describes HR-XML's Resume schema. The schema allows the capture of resume information used by hiring or staffing organizations.

## Status of this Document

The key words "MUST", "MUST NOT", "REQUIRED", "SHALL", "SHALL NOT", "SHOULD", "SHOULD NOT", "RECOMMENDED",  "MAY", and "OPTIONAL" in this document are to be interpreted as described in RFC 2119.

# Table of Contents

# 1  Overview

## 1.1  Objective

The Staffing Exchange Protocol (SEP) 1.1 encompassed three Recruiting and Staffing type transactions. Each transaction was a self-contained monolithic DTD.

- JobPositionPosting. This is published information about a position, job, opening or other staffing need.
- JobPositionSeeker. This is information about an individual submitted for consideration by a staffing company or an employer.
- JobPositionSeekerFeedback. This is feedback information pertaining to the Job/Position Seeker in relation to a set of Job/Position Postings.

SEP 2.0 will be a collection of reusable schemas, which may be used a la carte to build a full schema. For example, the Resume schema will be used in the Staffing Industry Data Exchange Standard (SIDES) 1.0 and Background Checking 1.0 specifications.

All schemas will be compatible within the SEP 2.0 specification. They will not be compatible with SEP 1.0 or SEP 1.1 specifications.

This specification (Resume 2.0) includes the necessary schema for transmitting a resume, including the employment, education, and military history. Additionally, a date schema allows for transmission of partial dates for historical data.  For example, an individual may have received a bachelor's degree in 1995, or received special training in Summer 1986.

Although all SEP 2.0 schemas have not all been identified as of this specification, this document will address the following schemas:

- Resume 2.0
- Employment History 2.1
- Education History 2.1
- Military History 2.1

### 1.1.1  Domain Issues

The specification includes models and business cases for both recruiting and contingent staffing transactions. The schema allows the transfer of resume information between employers, suppliers of staff, service/system/procurement vendors and job/position seekers.

**Staffing Suppliers**

The cost of exchanging data between staffing suppliers, hiring companies, job boards, applicant tracking systems, and vendor management services due to the diversity of back-office systems, and the need for many-to-many connections is providing to be extremely high. In an effort to bring efficiencies to these transactions, a standards definition project (SIDES 1.0) is underway

to define the means of exchanging staffing related data over the Internet using XML. As an element of these transactions, a standardized method of transferring resume data is vital.   The ability to load this structured data into front-office systems will eliminate duplicate effort and aid in streamlining processes and cross-company data exchanges.  Through standardized XML data exchanges, staffing suppliers, staffing customers and third party staffing managers may share orders, assignments, resumes, etc.

**Hiring Companies**

While the adoption of Internet technologies has brought about many positive changes and improvements in the world of corporate recruiting, it has also created many new and challenging questions.  Hiring corporations must face the difficulty of integrating new web based services and products into existing legacy systems.

Standard XML protocols for passing data between vendors as well as internal systems have the potential to help solve some of the integration issues facing hiring companies.  The standard Resume schema, in particular, will enable end user firms to pass candidate information between recruiting services suppliers, systems vendors and internal HRMS applications.  Quick and seamless Resume data transfer has the potential to increase the speed and efficiency with which hiring companies can staff critical positions.

Adopting the Resume schema can also help hiring companies increase the value of implementing recruiting technology and services. By integrating existing systems and vendor services, more value can be obtained from both investments.  Also, the ability to exchange information with vendors through a standard resume schema can mitigate the sunk costs associated with integrating new or competing vendors.

With industry adoption of the SEP 2.0, including the Resume schema, the recruiting and staffing functions of hiring companies stand to gain greater efficiency in hiring and increased value from their systems investments.

## 1.2   Design Requirements

The Resume schema is a combination of resume information and insertions of 4 other schemas: Competencies, Employment History, Education History, and Military History. The Competencies 1.0 was approved in a prior specification and is compatible with Resume 2.0. The three 2.1 history schemas are shared and have their own documentation. They are used in the Resume 2.0 schema and may be used within other schemas, including SIDES and Background Checking.

The schema provides for two types of resumes: structured and non-structured. The structured resume is defined as discrete XML elements. A non-structured (non-XML) resume may be included as a URL to the resume or an insertion of the resume text (as opposed to an attachment).

The personal identification information located in the structured resume schema is optional. This allows staffing companies to distribute the resume without prematurely divulging the seeker's identity.

## *1.3  Scope*

Although resume transactions may be used in a broad range of business cases, this specification focuses on business cases for use in both the recruiting and contingent staffing areas.

This specification was developed to enable global use and therefore, may contain (optional) information that is acceptable to collect in one location and unlawful to collect in another location.

### 1.3.1  Items Within the Design Scope

Enables data interchange among:

- Hiring Organizations
- Staffing Companies
- Job/Position Seekers
- Recruitment Systems Vendors
- Recruitment Service Vendors

Resume information includes:

- Employment History
- Educational History
- Military History
- Qualifications (Competencies 1.0)
- URL's to a resume
- Inserted resume text

### 1.3.2  Items Outside of Design Scope

- Resume attachments

# 2  Business Use Case

## 2.1  Roles

The current Internet recruiting and staffing environment involves a diverse range of end-users and intermediaries. Because the types of end-users and intermediaries can vary significantly and may be subject to change as new staffing and business models emerge, this specification uses the following generic descriptors to identify process-compliant parties:

- **Staffing Supplier (SS).**  The role that submits human resources for consideration for a job or position.  A job board or staffing service provider typically fills this role.

- **Staffing Customer (SC).**  The role that receives human resources from staffing supplier.  A hiring organization often would fill this role.

- **Human Resource or Resource.**  An individual (seeker) submitted to a staffing customer in response to a job or position opening.

## 2.2  Hiring Company Transaction

The Resume schema can provide a standard means of transmitting critical resume information between a human resource and a staffing customer (SC).  Depending on the staffing strategy and operations of the SC, this transmission may occur in many different ways, as described in the following three examples:

- The resource may log onto the SC's external web site and input resume information, which would then be returned to the SC's internal database via the Resume schema.

- A SC staffing operations may involve a 3$^{rd}$ party firm that will aggregate and store applicant resumes from one or many different sources (paper, e-mail, job boards, etc).  In this case, the 3$^{rd}$ party firm may rely on the Resume schema to transmit resume information of pertinent resources back to the SC.

- The SC may also solicit resumes from staffing suppliers (SS).  In this case, which is outlined in more detail in section 1.4.3, the SC would receive resume information transmitted by the staffing firm via the Resume schema.

## 2.3   Staffing Agency Transaction

The following example describes the transactions between a staffing supplier (SS) and a staffing customer (SC).

The SS provides resources to the SC based on orders (requirements) submitted by the SC. The SS matches resources to the requirements from the SC. Once a match is found the resume information is submitted to the SC. The SC determines if the resource meets their needs and returns the information back to the SS. Although not specifically identified in this diagram, the SC may also clarify or further define the order once a resource has been rejected.

The Resume schema is used during the transaction between step 3 and 4.
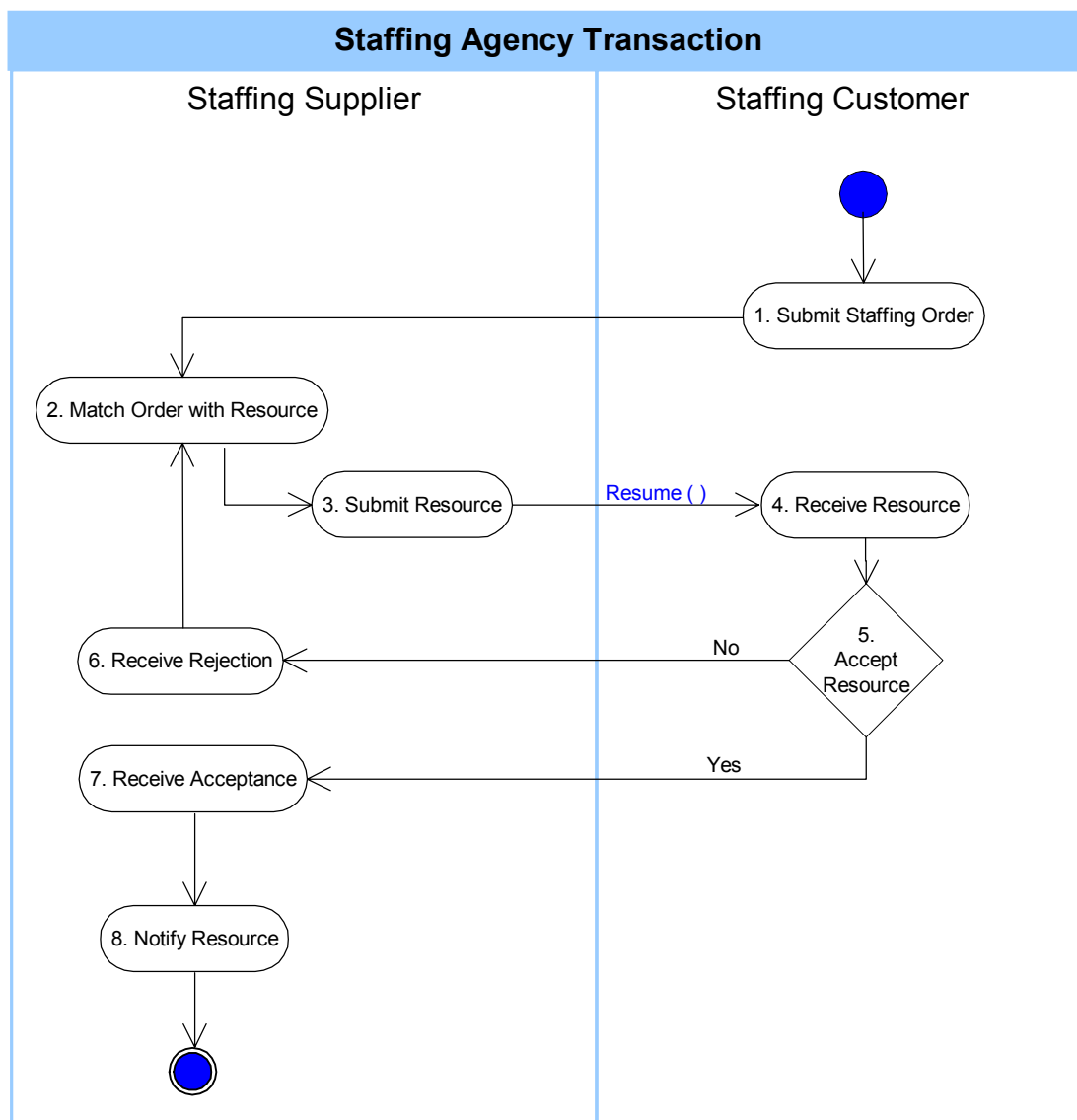
## 2.4 Job Board Transaction

The following example shows a transaction between an SC and a seeker by way of a job board.

In a typical job board environment, the requisition or job posting takes place on the job board site. The seeker also views the posting on the job board's site. At that point, the seeker may submit a structured or text resume in response to a job posting. Depending on the business model or TPA of the job board, staffing customers may either review resumes directly on the site (Option "a"), or the site may pass the seeker directly to the hiring organization or a third party site (Option "b"). This example does not address the aggregation or screening of resumes.

**Job Board Transaction**

| Hiring Organization | Job Board | Job/Position Seeker |
|---|---|---|

Job Board Web Interface

1. Create Job Posting → 2. View Job Posting

4a. Review Resume ← Option "a" ← 3. Submit Resume

4b. Receive Resume ← Option "b"
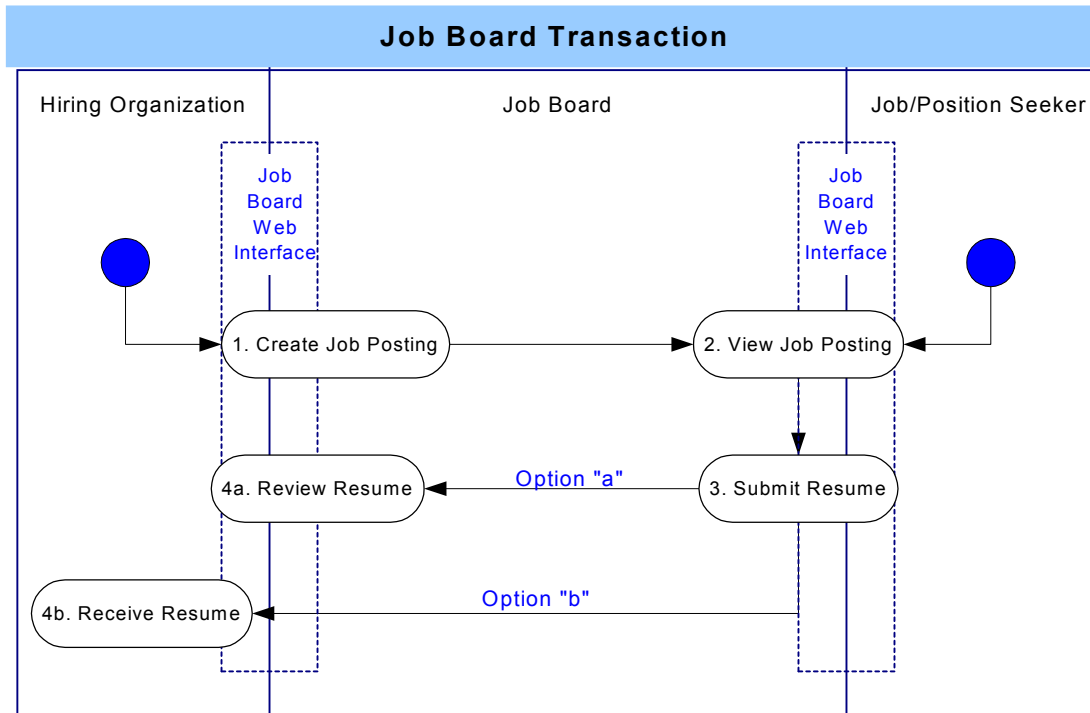
# 3  Schema Design

## 3.1  Resume

### 3.1.1  Schema
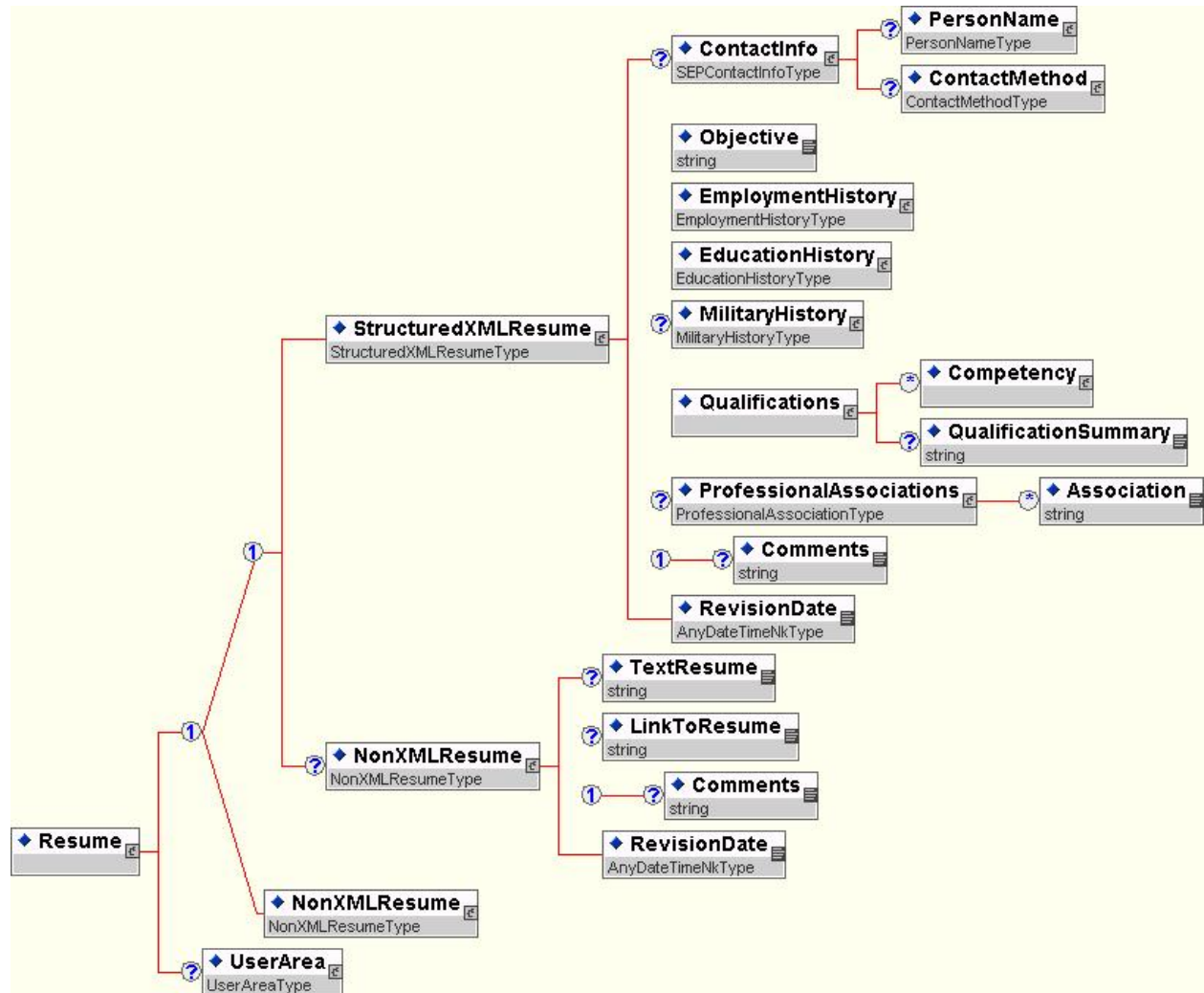
### 3.1.2    Data Elements Explained

| Component Name<br><br>[Global types listed at the end of the table.] | ContentModel*<br>Data type<br>Occurrence:<br>Sequence \| Choice \| All<br>(minOccurs/maxOccurs)<br>Attributes | Definition |
| --- | --- | --- |
| /<br>**Resume** | StructuredXMLResume - StructuredXMLResumeType - S (1/1)<br>NonXMLResume - NonXMLResumeType - S (0/1)<br>NonXMLResume - NonXMLResumeType - C (1/1)<br>UserArea - [see include/import] - S (0/1) | The resume or CV of the candidate being submitted for the job/position. |
| / Resume/<br>**StructuredXMLResume** | StructuredXMLResumeType - S (1/1)<br><br>ContactInfo - SEPContactInfoType - S (0/1)<br>Objective - xsd:string - S (1/1)<br>EmploymentHistory - [see include/import] - S (1/1)<br>EducationHistory - [see include/import] - S (1/1)<br>MilitaryHistory - [see include/import] - S (0/1)<br>Qualifications - [complexType] - S (1/1)<br>ProfessionalAssociations - ProfessionalAssociationType - S (0/1)<br>Comments - xsd:string - (see Comments group occurrence)<br>RevisionDate - AnyDateTimeNkType - S (1/1) | A structured resume with discrete XML element tags. |
| / Resume/<br>StructuredXMLResume/<br>**ContactInfo** | - SEPContactInfoType - S (0/1) | Contains information to contact a person, such as the person name, postal address and telephone details. |
| / Resume/<br>StructuredXMLResume/<br>ContactInfo/<br>**ContactMethod** | - ContactMethodType - S (0/1) | Defines the methods of contacting a person or organizations. This includes postal address, e-mail, and a variety of telphone methods (fax, business, mobile). |
| / Resume/<br>StructuredXMLResume/<br>**Objective** | - xsd:string - S (1/1) | "The description of the job or position being sought, or information about the Human Resource's desired career path |

| | | |
|---|---|---|
| | | or professional objectives." |
| / Resume/ StructuredXMLResume/ **Qualifications** | Competency - [see include/import] - S (0/*) QualificationSummary - xsd:string - S (0/1) | Placeholder for the qualifications of the human resource. This includes the skills, competencies and other applicable comments. |
| / Resume/ StructuredXMLResume/ Qualifications/ **QualificationSummary** | - xsd:string - S (0/1) | A descriptive field used to further comment on the qualifications of the Human Resource. |
| / Resume/ StructuredXMLResume/ **ProfessionalAssociations** | ProfessionalAssociationType - S (0/1) Association - xsd:string - S (0/*) | Placeholder for the Professional Associations with which the HumanResource maintains a membership. |
| / Resume/ StructuredXMLResume/ ProfessionalAssociations/ **Association** | - xsd:string - S (0/*) | The name of the professional association with which the HumanResource maintains a membership. |
| / Resume/ StructuredXMLResume/ **Comments** | - xsd:string - (see Comments group occurrence) | A descriptive field used to further comment on the structured resume, text resume, or resume link. |
| / Resume/ StructuredXMLResume/ **RevisionDate** | - AnyDateTimeNkType - S (1/1) | The date on which the applicable resume section was last updated. This relates to the structured, text or resume link. |
| / Resume/ **NonXMLResume** | NonXMLResumeType - S (0/1) TextResume - xsd:string - S (0/1) LinkToResume - xsd:string - S (0/1) Comments - xsd:string - (see Comments group occurrence) RevisionDate - AnyDateTimeNkType - S (1/1) | A section to insert the entire resume text or a link to a resume. |
| / Resume/ NonXMLResume/ **TextResume** | - xsd:string - S (0/1) | A resume may be pasted into this section. All formatting will be lost. |
| / Resume/ NonXMLResume/ **LinkToResume** | - xsd:string - S (0/1) | A link or URL to the resume. |
| / Resume/ NonXMLResume/ **Comments** | - xsd:string - (see Comments group occurrence) | A descriptive field used to further comment on the structured resume, text resume, or resume link. |

| | | |
|---|---|---|
| / Resume/ NonXMLResume/ **RevisionDate** | - AnyDateTimeNkType - S (1/1) | The date on which the applicable resume section was last updated. This relates to the structured, text or resume link. |
| / Resume/ **NonXMLResume** | NonXMLResumeType - C (1/1)<br><br>TextResume - xsd:string - S (0/1)<br>LinkToResume - xsd:string - S (0/1)<br>Comments - xsd:string - (see Comments group occurrence)<br>RevisionDate - AnyDateTimeNkType - S (1/1) | A section to insert the entire resume text or a link to a resume. |
| / Resume/ NonXMLResume/ **TextResume** | - xsd:string - S (0/1) | A resume may be pasted into this section. All formatting will be lost. |
| / Resume/ NonXMLResume/ **LinkToResume** | - xsd:string - S (0/1) | A link or URL to the resume. |
| / Resume/ NonXMLResume/ **Comments** | - xsd:string - (see Comments group occurrence) | A descriptive field used to further comment on the structured resume, text resume, or resume link. |
| / Resume/ NonXMLResume/ **RevisionDate** | - AnyDateTimeNkType - S (1/1) | The date on which the applicable resume section was last updated. This relates to the structured, text or resume link. |
| Global complexTypes: | | |
| / **[SEPContactInfoType]** | PersonName - [see include/import] - S (0/1)<br>ContactMethod - ContactMethodType - S (0/1) | Globally scoped data type. See element or attribute declaration for definition. |

# 4  Implementation Considerations

When organizations require Staffing Exchange Information, they may build their schema using any of the modules available within the SEP 2.0. All modules will be compatible within the 2.0 framework.

Country codes must conform to ISO 3166 Representation of Countries, which is a 2-character (A-Z) code. Use of currency must conform to ISO 4217 - Representation of Currency and Funds, which is a 3-character (A-Z) code.

# 5  Appendix A – Document Version History

| Version | Date | Description |
|---------|------|-------------|
| 2.0 | 2002-Jan-24 | First Draft |
| 2.0 | 2002-Jan-31 | Changed the education, employment, and military history into separate schemas to be included in the resume schema. |
| 2.0 | 2002-Feb-07 | Added issues list.  Modified overview and scope based on R&S call. Changed EndingRank to CurrentOrEndingRank. Changed dates to appropriate date types. |
| 2.0 | 2002-Feb-21 | Added data dictionary. Changed schemas to use global data types and added extension mechanisms. |
| 2.0 | 2002-March-08 | Updated schemas/data dictionary based on prior meeting. Added business use case/activity diagram and reference examples. |
| 2.0 | 2002-March-11 | Approved by R&S workgroup with minor changes. Submit to TSC/CPO for review. |
| 2.0 | 2002-March-29 | Updated schema, tables, and examples based on feedback from TSC/CPO. Added Verification elements for Background Checking 1.0. Added SEPDates schema. |
| 2.0 | 2002-April-1 | Presented to membership for review. |
| 2.0 | 2002-April-30 | Approved Specification. |
| 2.0 | 2002-Feb-24 | Remove history information. Add refererence to history docs. |
| 2.0 | 2003-Feb-26 | Approved recommendation by HR-XML Consortium. The default and targetNamespaces of all HR-XML schemas have been standardized to "http://ns.hr-xml.org". This recommendation is available as part of the HR-XML 2_0 architecture. |

# 6  Appendix B – Related Documents

| Reference | Link |
|-----------|------|
| Resume schema | http://ns.hr-xml.org/2_0/HR-XML-2_0/SEP/Resume.xsd |
| EmploymentHistory | http://ns.hr-xml.org/2_0/HR-XML-2_0/CPO/EmploymentHistory.xsd |

| | |
|---|---|
| | http://ns.hr-xml.org/2_0/HR-XML-2_0/CPO/EmploymentHistory.pdf |
| EducationHistory | http://ns.hr-xml.org/2_0/HR-XML-2_0/CPO/EducationHistory.xsd |
| | http://ns.hr-xml.org/2_0/HR-XML-2_0/CPO/EducationHistory.pdf |
| MilitaryHistory | http://ns.hr-xml.org/2_0/HR-XML-2_0/CPO/MilitaryHistory.xsd |
| | http://ns.hr-xml.org/2_0/HR-XML-2_0/CPO/MilitaryHistory.pdf |
| Staffing Exchange Protocol | http://ns.hr-xml.org/2_0/HR-XML-2_0/CPO/StaffingExchangeProtocol.pdf |
| TSC Extension | http://ns.hr-xml.org/2_0/HR-XML-2_0/CPO/UserArea.xsd |
| | http://ns.hr-xml.org/2_0/HR-XML-2_0/CPO/HRXMLExtension.pdf |
| PersonName | http://ns.hr-xml.org/2_0/HR-XML-2_0/CPO/PersonName.pdf |
| | http://ns.hr-xml.org/2_0/HR-XML-2_0/CPO/PersonName.xsd |
| PostalAddress | http://ns.hr-xml.org/2_0/HR-XML-2_0/CPO/PostalAddress.pdf |
| | http://ns.hr-xml.org/2_0/HR-XML-2_0/CPO/PostalAddress.xsd |
| ContactMethod | http://ns.hr-xml.org/2_0/HR-XML-2_0/CPO/ContactMethod.pdf |
| | http://ns.hr-xml.org/2_0/HR-XML-2_0/CPO/ContactMethod.xsd |
| DateTimeDataTypes | http://ns.hr-xml.org/2_0/HR-XML-2_0/CPO/DateTimeDataTypes.pdf |
| | http://ns.hr-xml.org/2_0/HR-XML-2_0/CPO/DateTimeDataTypes.xsd |
| Competencies | http://ns.hr-xml.org/2_0/HR-XML-2_0/CPO/Competencies.pdf |
| | http://ns.hr-xml.org/2_0/HR-XML-2_0/CPO/Competencies.xsd |
| SIDES | http://ns.hr-xml.org/2_0/HR-XML-2_0/SIDES/SIDES.pdf |
| Background Checking | http://ns.hr-xml.org/2_0/HR-XML-2_0/Screening/BackgroundChecking.pdf |

# 7 Appendix C – Reference Examples

## 7.1 Example 1

### 7.1.1 Text Resume

John Doe
27 Pine Street
Brookline Ma
123-456-7890 (home)
jdoe@fakeadress.com

**Education**
Boston College   *Wallace E. Carroll School of Management* Bachelors of Science with double concentration in Human Resource Management and Marketing
2001

**Objective**
To obtain a leadership position in the field of Electronic Commerce Experience

**General Electric Aircraft Engines (GEAE**) October 1998 to Present
*Business Development Initiatives Leader   (Mergers & Acquisitions –Non Sales)*
*February 2000 – Present*
- Key Player in the GE growth initiative bringing IT leadership into our acquisition/ JV strategy.
- Ensured fundamental IT capabilities were present in acquisition targets in order to maintain a competitive advantage and ensure future growth.
- Led cross-functional team on due diligence, and negotiations activity for $100M+ acquisitions.
- Led several new market opportunity assessments and Instrumental in acquisition strategy development including negotiation of partnership structures and negotiating potential new market opportunities.

*E-Business Program Manager - Business to Business integration (B2Bi)* Program
*October 1998 – February 2000*
- Supply Chain & Customer Integration:  Led B2Bi initiative and interface that enabled us to exchange business critical information while leveraging XML and the Internet within a secure communication framework.
- Key Member of GE Aircraft Engines E-Business Leadership Team Led Strategy, Development, and Execution for $4.1 million $ B2BI program   Reducing operational business costs through digitization.
- Customer Facing Role- Personally managed and Created Customer Relationships as well as Led B2Bi Installations.
- Led cross-functional team that led to industry XML standards adoption.
- Used Six Sigma methodology to drive continuous improvement and cycle time and cost reductions.
- Web Site was eWeek's 2000 First Place award winner in the B2B E-Commerce Category.

**Military Experience**
**US Army,** Captain, 101st Airborne, Fort Sill, OK
February 1995 - June 1998
- Successfully led field logistics & maintenance operation centers and developed operational and combat standard operation procedures (SOP).
- Developed and implemented a battalion recovery operation procedure, which saved critical training time and funds.
- Led maintenance teams to win Corps level awards in maintenance excellence four different times.
- As both a battery operations officer and battalion maintenance officer I successfully led the tactical deployments of my respective units.

### 7.1.2 Structured Resume

```
<Resume>
    <StructuredXMLResume>
        <ContactInfo>
            <PersonName>
                <FormattedName>John Doe</FormattedName>
            </PersonName>
```

```xml
                <ContactMethod>
                    <Telephone>
                        <FormattedNumber>123-456-7890</FormattedNumber>
                    </Telephone>
                    <InternetEmailAddress>jdoe@fakeaddress.com</InternetEmailAddress>
                    <PostalAddress>
                        <CountryCode>US</CountryCode>
                        <Region>MA</Region>
                        <Municipality>Brooklyn</Municipality>
                        <DeliveryAddress>
                            <AddressLine>27 </AddressLine>
                            <StreetName>Pine Street</StreetName>
                        </DeliveryAddress>
                    </PostalAddress>
                </ContactMethod>
            </ContactInfo>
            <Objective> To obtain a leadership position in the field of Electronic Commerce</Objective>
            <EmploymentHistory>
                <EmployerOrg employerOrgType = "soleEmployer">
                    <EmployerOrgName>General Electric</EmployerOrgName>
                    <PositionHistory positionType = "directHire">
                        <Title> E-Business Program Manager - Business to Business integration (B2Bi) Program</Title>
                        <OrgName>
                            <OrganizationName>Aircraft Engines (GEAE)</OrganizationName>
                        </OrgName>
                        <Description>Key Player in the GE growth initiative bringing IT leadership into our acquisition/ JV strategy.
Ensured fundamental IT capabilities were present in acquisition targets in order to maintain a competitive advantage and ensure
future growth.
Led cross-functional team on due diligence, and negotiations activity for $100M+ acquisitions.
Led several new market opportunity assessments and Instrumental in acquisition strategy development including negotiation of
partnership structures and negotiating potential new market opportunities.</Description>
                        <StartDate>
                            <AnyDate>2002-02-01</AnyDate>
                        </StartDate>
                    </PositionHistory>
                    <PositionHistory positionType = "directHire">
                        <Title> E-Business Program Manager - Business to Business integration (B2Bi) Program</Title>
                        <OrgName>
                            <OrganizationName>Aircraft Engines (GEAE)</OrganizationName>
                        </OrgName>
                        <Description>Supply Chain  and Customer Integration- Led B2Bi initiative and interface that enabled us to
exchange business critical information while leveraging XML and the Internet within a secure communication framework. Key
Member of GE Aircraft Engines E-Business Leadership Team Led Strategy, Development, and Execution for $4.1 million $ B2BI
program   Reducing operational business costs through digitization. Customer Facing Role- Personally managed and Created
Customer Relationships as well as Led B2Bi Installations.
Led cross-functional team that led to industry XML standards adoption. Used Six Sigma methodology to drive continuous
improvement and cycle time and cost reductions.
Web Site was eWeeks 2000 First Place award winner in the B2B E-Commerce Category.</Description>
                        <StartDate>
                            <AnyDate>1998-10-01</AnyDate>
                        </StartDate>
                        <EndDate>
                            <AnyDate>2002-02-01</AnyDate>
                        </EndDate>
                    </PositionHistory>
                </EmployerOrg>
            </EmploymentHistory>
            <EducationHistory>
                <SchoolOrInstitution schoolType = "college">
                    <SchoolName>Boston College</SchoolName>
                    <OrganizationUnit organizationType = "subSchool"> Wallace E. Carroll School of Management</OrganizationUnit>
                    <Degree degreeType = "bachelors">
                        <DegreeName>Bachelor of Science</DegreeName>
                        <DegreeDate>
                            <Year>2001</Year>
                        </DegreeDate>
                    </Degree>
```

```
                <Major>Human Resource Management</Major>
                <Major>Marketing</Major>
                <DatesOfAttendance>
                    <StartDate>
                        <AnyDate>1998-01-01</AnyDate>
                    </StartDate>
                </DatesOfAttendance>
            </SchoolOrInstitution>
        </EducationHistory>
        <MilitaryHistory>
            <CountryServed>US</CountryServed>
            <ServiceDetail branch = "Army">
                <UnitOrDivision>Fort Sill, OK</UnitOrDivision>
                <RankAchieved>
                    <CurrentOrEndRank>Captain</CurrentOrEndRank>
                </RankAchieved>
                <DatesOfService>
                    <StartDate>
                        <AnyDate>1995-02-01</AnyDate>
                    </StartDate>
                    <EndDate>
                        <AnyDate>1998-06-01</AnyDate>
                    </EndDate>
                </DatesOfService>
                <AreaOfExpertise> Successfully led field logistics and maintenance operation centers and developed operational
and combat standard operation procedures (SOP).
Developed and implemented a battalion recovery operation procedure, which saved critical training time and funds. Led
maintenance teams to win Corps level awards in maintenance excellence four different times. As both a battery operations officer
and battalion maintenance officer I successfully led the tactical deployments of my respective units. </AreaOfExpertise>
            </ServiceDetail>
        </MilitaryHistory>
        <Qualifications/>
        <RevisionDate>03/08/2002</RevisionDate>
    </StructuredXMLResume>
</Resume>
```

## 7.2   Example 2

### 7.2.1   Text Resume

Jane Doe
218 5th Street
Holly Hill, FL  32017
904-253-5829 (home)
904-523-9285 (cell)


Objective:
I want to manage the e-procurement process for a mid-sized company within the aerospace industry.


Education History:
Degree:          BS in Business Administration
College:         Florida State University
Date:            June 1996
GPA:             3.65

Work History:

1999 – 2001      Purchasing Manager
                 Embry Riddle University – Daytona Beach, FL
                 Duties:  Promoted from previous position. Responsible for a staff of 6 purchasing agents. Worked with several
                 vendors to set up an online catalog to streamline the procurement process and reduce order fulfillment cycle
                 times. In the first year, the new process reduced the fill time by 3 days resulting in a savings to the company of
                 $400,000.

| 1998-1999 | Purchasing Agent |
| | Embry Riddle University – Daytona Beach FL |
| | Duties: Hired full time from previous position. Responsible for purchasing satellite communications equipment used in tracking military and civilian aircraft. Involved understanding of air traffic control and communications procedures. |

1998-1999
Purchasing Agent
Embry Riddle University – Daytona Beach FL
Duties: Hired full time from previous position. Responsible for purchasing satellite communications equipment used in tracking military and civilian aircraft. Involved understanding of air traffic control and communications procedures.

1996-1998
Various positions
Manpower, Inc. – Daytona Beach, FL
Had long and short term assignments over a two year period

Embry Riddle University (Aeronautics)
14 month assignment
Title: Purchasing assistant
Researched different vendors to determined the best price for value for several types of equipment. Completed requisitions and routed to the appropriate departments for approval. Hired permanently from this position.

Mann & Powers, CPA
3 month assignment
Bookkeeper
Posted receivables to General Ledger, bank statement reconciliation and other duties as assigned

Short term assignments as an administrative assistant at a real estate company, an investment banking firm, a law office and an insurance company.

Computer Skills:    MS Word, Excel, PowerPoint and Access

## 7.2.2    Structured Resume

```
<Resume>
    <StructuredXMLResume>
        <ContactInfo>
            <PersonName>
                <FormattedName>Jane Doe</FormattedName>
            </PersonName>
            <ContactMethod>
                <Telephone>
                    <FormattedNumber>904-253-5829 </FormattedNumber>
                </Telephone>
                <Mobile>
                    <FormattedNumber>904-523-9285</FormattedNumber>
                </Mobile>
                <PostalAddress>
                    <CountryCode>US</CountryCode>
                    <Region>FL</Region>
                    <Municipality>Holly Hill</Municipality>
                    <DeliveryAddress>
                        <AddressLine>218 </AddressLine>
                        <StreetName>5th Street</StreetName>
                    </DeliveryAddress>
                </PostalAddress>
            </ContactMethod>
        </ContactInfo>
        <Objective>I want to manage the e-procurement process for a mid-sized company within the aerospace
industry</Objective>
        <EmploymentHistory>
            <EmployerOrg employerOrgType = "soleEmployer">
                <EmployerOrgName>Embry Riddle University</EmployerOrgName>
                <EmployerContactInfo contactType = "">
                    <LocationSummary>
                        <Municipality>Daytona Beach</Municipality>
                        <Region>FL</Region>
                    </LocationSummary>
                </EmployerContactInfo>
                <PositionHistory positionType = "directHire">
                    <Title>Purchasing Manager</Title>
```

```xml
            <OrgName>
                <OrganizationName>Embry Riddle University</OrganizationName>
            </OrgName>
            <Description>Promoted from previous position. Responsible for a staff of 6 purchasing agents. Worked with
several vendors to set up an online catalog to streamline the procurement process and reduce order fulfillment cycle times. In the
first year, the new process reduced the fill time by 3 days resulting in a savings to the company of $400,000.</Description>
            <StartDate>
                <Year>1999</Year>
            </StartDate>
            <EndDate>
                <Year>2001</Year>
            </EndDate>
        </PositionHistory>
        <PositionHistory positionType = "directHire">
            <Title>Purchasing Agent</Title>
            <OrgName>
                <OrganizationName>Embry Riddle University</OrganizationName>
            </OrgName>
            <Description>Hired full time from previous position. Responsible for purchasing satellite communications
equipment used in tracking military and civilian aircraft. Involved understanding of air traffic control and communications
procedures.</Description>
            <StartDate>
                <Year>1998</Year>
            </StartDate>
            <EndDate>
                <Year>1999</Year>
            </EndDate>
        </PositionHistory>
    </EmployerOrg>
    <EmployerOrg employerOrgType = "agent">
        <EmployerOrgName>Manpower, Inc.</EmployerOrgName>
        <EmployerContactInfo contactType = "">
            <LocationSummary>
                <Municipality>Daytona Beach</Municipality>
                <Region>FL</Region>
            </LocationSummary>
        </EmployerContactInfo>
        <PositionHistory positionType = "tempToPerm">
            <Title>Purchasing Assistant</Title>
            <OrgName>
                <OrganizationName>Embry Riddle University</OrganizationName>
            </OrgName>
            <Description>Researched different vendors to determined the best price for value for several types of
equipment. Completed requisitions and routed to the appropriate departments for approval. Hired permanently from this
position.</Description>
            <StartDate>
                <Year>1997</Year>
            </StartDate>
            <EndDate>
                <Year>1998</Year>
            </EndDate>
            <Comments>14 month assignment</Comments>
        </PositionHistory>
        <PositionHistory positionType = "temp">
            <Title>bookkeeper</Title>
            <OrgName>
                <OrganizationName>Mann and Powers, CPA</OrganizationName>
            </OrgName>
            <Description>Posted receivables to General Ledger, bank statement reconciliation and other duties as
assigned.</Description>
            <StartDate>
                <Year>1997</Year>
            </StartDate>
            <EndDate>
                <Year>1997</Year>
            </EndDate>
            <Comments>3 month assignment</Comments>
```

```xml
            </PositionHistory>
            <PositionHistory positionType = "temp">
                <Title>administrative assistant</Title>
                <OrgName>
                    <OrganizationName>Varied</OrganizationName>
                </OrgName>
                <Description>Short term assignments at a real estate company, an investment banking firm, a law office and an
insurance company.</Description>
                <StartDate>
                    <Year>1996</Year>
                </StartDate>
                <EndDate>
                    <Year>1997</Year>
                </EndDate>
                <Comments>various short term assignments</Comments>
            </PositionHistory>
        </EmployerOrg>
    </EmploymentHistory>
    <EducationHistory>
        <SchoolOrInstitution schoolType = "university">
            <SchoolName>Florida State University</SchoolName>
            <Degree degreeType = "bachelors">
                <DegreeName>Bachelor of Science</DegreeName>
                <DegreeDate>
                    <YearMonth>1996-06</YearMonth>
                </DegreeDate>
            </Degree>
            <Major>Business Administration</Major>
            <Measure measureType = "GPA">
                <MeasureSystem>0-4.00</MeasureSystem>
                <MeasureValue>3.65</MeasureValue>
            </Measure>
            <DatesOfAttendance>
                <StartDate>
                    <StringDate>unknown</StringDate>
                </StartDate>
            </DatesOfAttendance>
        </SchoolOrInstitution>
    </EducationHistory>
    <Qualifications>
        <Competency name = "MSWord"/>
        <Competency name = "Excel"/>
        <Competency name = "Powerpoint"/>
        <Competency name = "Access"/>
    </Qualifications>
    <RevisionDate>03/08/2002</RevisionDate>
    </StructuredXMLResume>
</Resume>
```