**RANK SPELLED OUT FULL NAME**

Abbreviated Rank Full Name is Official Duty Title at organization, base at location. Responsibilities are briefly listed in the next sentence(s). But should be kept brief. Abbreviated rank should be as follows:   
Airman  
Airman 1st Class  
Senior Airman  
Staff Sgt.

Official photograph placed here, aligned with first paragraph.

Photograph should be taken by your local public affairs office. In full service dress. Ensure you are meeting regulations of AFI 36-2903.

Should be roughly 3.2” wide x 4” high

Do not crop your official photograph to fit here, lock the aspect ratio and resize from the corner.

Tech Sgt.

Master Sgt.

Senior Master Sgt.

Chief Master Sgt.

Paragraph 2, is a brief description of your career: when you entered the Air Force (month and year of enlistment followed by technical training course attended and month year of graduation), years of service (active/guard/reserve, experience (technical/leadership), assignment locations (states/countries) and a summary of the most *significant* assignments. This paragraph is sometimes broken up into two. The final sentence in this section should read, Prior to his/her current position, the (rank) was the (position title, organization, base and location).

*Ex. Sergeant Smith enlisted in the Air Force in January 2015. She completing basic training in March 2015 and graduated in August 2015 from basket weaving technical school at the Joint Basket Weaving School in San Diego, Calif. She has held numerous duties as a basket weaver in California and Florida. Sergeant Smith has taken part in various humanitarian operations in support of Operation HIGH TIDE and DOWN UNDER. Prior to her current position, Sergeant Smith was the Noncommissioned Officer in Charge of Supply at the 123rd Logistics Readiness Squadron, Shaw Air Force Base, S.C.*

*NOTE: This section is difficult because it’s a narrative. Look at examples from your chain of command or find others online. Your local public affairs might be able to assist/edit so you can reach out, but they won’t do it for you.*

**EDUCATION**

YEAR Degree/course/certificate name, School Title, Location

*NOTE: When listing location, this can be a little tricky for the state names. Refer to the Air Force Tongue & Quill AFH 33-337, to ensure you are accurate.*

*Ex.*

*2016 Associate of Applied Science, Fitness Recreation & Services Management, Community College of the Air Force*

*2017 Airman Leadership School, Minot Air Force Base, N.D.*

*2017 Bachelor of Art, Fine Arts History, La Louvre University, Somewhere, Fla.*

*2018 Advanced Basket Weaving School, Maxwell AFB, Ala., by correspondence*

**ASSIGNMENTS**

1. Month YEAR - Month YEAR, Title, Location

*NOTE: Months and locations can be tricky in this section. Refer to the Air Force Tongue & Quill AFH 33-337, for guidance.*

*Ex. May 2006 - June 2008, Trainee, Basic Military Training, Lackland AFB, Texas*

**MAJOR AWARDS AND DECORATIONS**

Air Force Achievement Medal with two oak leaf clusters

National Defense Service Medal

Global War on Terrorism Expeditionary Medal

*NOTE: Refer to your vMPF. Should be major awards for you personally, not unit awards, i.e. Meritorious Unit Award.*

**EFFECTIVE DATES OF PROMOTION**

Airman First Class Month YEAR

Senior Airman Month YEAR

Staff Sergeant Month YEAR

*(Current as of Month YEAR)*

*NOTE: These dates can be found in your vMPF if you don’t know them. Spell out the month.*

*EDITING: Refer to the Air Force Tongue & Quill AFH 33-337 when editing.*

*Format: Arial font, size 13.5 BOLD for identification line, Arial font, size 9, all text and entries, BOLD headings. Line spacing is 1.15, 1” margins.*

*Length: No more than two pages (1 page front & back when printed)*

*Use a single space after a period or punctuation mark in the narrative.*

*Spell out acronyms on first use, minimize (or omit) use of military jargon.*

*Minimize adjectives (successfully led, etc.)*

*DO NOT include names of family members anywhere!*