

VETERAN'S RESUME WRITING GUIDE

Building a resume that speaks to your military service while remaining responsive to civilian employers is essential. Your military experience is valuable, but you must do the work to show employers how your experience meets their needs.

These are some general considerations to help bridge the gap between military and civilian experiences.

1. ALWAYS assume that the hiring manager knows nothing about the military or military terminology: avoid jargon.
 - For example: MOS, NCO, SOP, SITREP, Platoon, and Battalion. Find a civilian equivalent word or phrase.
 - Have someone without a military background read your resume and highlight any words they don't understand. Those words need to be eliminated / substituted with a civilian equivalent.
2. Change your military job titles to titles that actually exist in the civilian labor market. "NCOIC" is not a job title anyone outside the military can understand. "Superintendent" exists in the civilian world, but it evokes a school board or janitorial role. The job title you use must be supported by the bullets describing that experience.
3. Ensure your resume speaks to the employer's needs. Try to make it as job or field specific as possible. Be prepared to write different resumes for difference career fields.
4. Let some of it go. Your resume is not an autobiography. Keep it to 1 or 2 pages with adequate white space. The number one rule of resume writing is that the content be relevant to the reader.
 - Remember the purpose of the resume is to grab the reader's interest in order to get an interview.
 - Your most relevant skills and experience must be immediately obvious to the reader. If you hide what is relevant in a forest of words you have wasted your time.
5. Minimize use of adjectives and adverbs. Focus on results. Quantify where possible.
6. Active and kinetic combat experience should be avoided on your resume. The idea may scare employers and it may not be relevant to the position. Focus on your leadership traits and the similar civilian skills.
 - Initially: Conducted and led combat missions around the clock in Kandahar Valley.
 - Improved: Managed groups of 10-15 individuals in day to day operations within high stress environments.

In your resume you will still need to format and include all of the same information as a fellow student's resume, but with a few more considerations in addition to the Resume Writing Guide and Minimum Requirements Checklist provided by the Career Center.

Work Experience

A good place to start when trying to translate from military to civilian terminology is the Crosswalks section of O*NET Online (onetonline.org). For more combat arms related jobs there may be no direct civilian counterpart. If not try to focus on your experiences that are close to the desired position or any leadership billets. Leadership and responsibility can translate easily across fields along with any numerical data like personnel, equipment and cost values for which you may have been responsible.

Training and Certifications

You have a lot of training – only Include relevant technical training to the position and/or current security clearances. Examples include:

- Top Secret Clearance - Expires June 2019
- Combat Lifesaver or EMS certifications and expiration dates.

Awards

You may also include any relevant personal awards that may be pertinent to your desired position. Be sure to spell out acronyms and include the month and year of the award. Consider working your awards into the experience bullets:

- Navy and Marine Corps Achievement Medal awarded for outstanding performance Nov 2017