

TRANSFORM MILITARY EXPERIENCE INTO A JOB-WINNING RESUME



In the job market, it is important to turn your army/military experience into a professional resume for professional success. You've been learning many useful skills for years that are difficult to explain in a standard classroom. Hence, it is significant to be distinctive in certain ways to certify your value as an employee.

Taking Out Irrelevant Information

Highlight the qualities and abilities most important to the work you are looking for and leave out any irrelevant details. Your resume needs to be customized according to each job application. It is important that you only put your greatest hits in front of the employers and leave out anything that will distract him.

THREE STEPS TO SUCCESS

Step 1: De-Militarize Your Document

The military has its own language, rank structures, and branches of service, terminologies and acronyms that may sound Greek to civilians. Using military terms may be normal for you and falls in your comfort zone. It may not be understandable by hiring managers and they may reject your resume for teeming with incomprehensible terms.

Step 2: Give Full Picture of Your Experience from Infantry to Logistics Management

Military Experience

An Army infantryman who has served in the military for 23 years (E-9/Command Sergeant Major) has worked with tanks and guns and dug ditches is struggling to find skills or direct experience to offer to civilian work.

Experience to Market to Civilian Employers

- Responsible for training and evaluating 40 personnel in 4 countries and assisting 2,000 + soldiers
- Handling an inventory of 1,500 line items and goods estimated at \$65 million

Functional Areas of Expertise or Core Competencies

- Management of personnel, infrastructure and processes
- Strategic planning and implementation of strategies

Possible Employment Opportunities

This Command Sergeant Major should sell his expertise as a logistics specialist based on his experience and apply for management positions.

Key Skill Areas to Highlight

Technical

Military careers such as a telecommunications engineer, financial operations technician, engineering and health care specialist all have the tendency to convert into a civilian career. Your resume should include the technical skills you learn in your military career.

Interpersonal

You will be interacting with a number of people in the military, including high-ranking officers to squad commanders, colleagues, and subordinates. To complete their assignments/operations, service members often have to master the art of communicating with superiors, colleagues, and assistants. In the civil workforce, interpersonal skills are respected and should be outlined in your CV to demonstrate your ability to work with many different types of colleagues to get the job done.

Leadership

Any leadership or training you acquired being a part of the military.

Showcasing Communication Skills

Understanding how to properly interpret and communicate gives an insight into your communication skills. This is particularly important when employed because you will connect with your coworkers and you may be explaining the products and services of a business to clients and suppliers outside the company. This is especially important in marketing and logistics careers.

When translating your experience into ordinary English, you need to take care of certain things. Here are some examples of words that you can use while converting your military resume to a civilian one.

- Soldiers should be named workers, employees or employees
- Uniforms and arms, etc., are resources
- Barracks and other buildings should be referred to as facilities

STEP 3: TRANSLATING THE DETAILS

Converting your education, awards and accomplishments into ordinary English is also important, as long as they are applicable to the role you are pursuing.

Take an example of a civilian resume; you wouldn't be using your marksmanship or frontline experience. An achievement like meritorious promotion in the combat zone can also be transformed into a simple statement like widespread management experience in perilous situations.

One of the most important aspects of your military to civilian resume writing will be to translate the military vocabulary into words that are understandable by public sector employers. Although you have to make sure that the resume is intensive, you cannot do this without first ensuring that it is comprehensive.

Training

Allow your classroom accomplishments easy to understand. Feel free to edit the names of courses for the sake of clarification. Here are some common examples:

Basic Training	Basic Skills Course
Basic Non-Commissioned Officers Course (BNOC)	Intermediate Leadership and Management Development Course
Combined Arms Staff College	Senior Managerial Leadership School

Common Terms

You know it as:

Commander Chief

TDY/TAD

Subordinates

Regulations

Reconnaissance

They know it as:

Division Head, Director, Senior Manager

Business travel

Employees, co-workers

Guidance, policy, instructions

Data collection, survey, analysis

Awards

The military has a list of ARCOMs, MSMs, and AAMs. You must have done a great job with your resume composition, but don't fill your resume with jargon and acronyms known to you only. Mention all the awards and honors that were bestowed upon you for outstanding job results.

If your curriculum vitae have space and accomplishments are important to your professional profile and job offer, then it is perfectly acceptable. It is often recommended to list your achievements, including any distinctions and honors, in your curriculum vitae. Under the section of your professional experience, you can also include a military award in your CV.

Job Titles

Don't get caught up in translating your military title position (Captain, Major, Sergeant). Rather, it should reflect more about the functional areas of your work (communications engineer, emergency medical engineer, nurse). Here are a few common translations that might be useful:

Warrant Officer	Technical Manager/ Specialist Department Manager
Senior NCOs	First-Line Supervisor
Sergeant Major	Senior Advisor
First Sergeant	Personnel Supervisor
Squad Leader	Team Leader/Team Chief
Supply Sergeant	Supply Manager/Logistics Manager
Operations NCO	Operations Supervisor
Platoon Sergeant	Supervisor/ Instructor/Trainer



Get a Civilian Critique

Ask someone else to have a look at your resume when you have finished and check that for any revisions or amendments. Seek feedback from other people who can tell you if your resume still "wears too much camouflage."

These are the two important factors to consider when evaluating your curriculum vitae.

- 1) First impression: it looks smooth, organized, and easy to read in general.
- 2) The length does not exceed two pages.

Eventually, the interview will be landed by the job seeker who articulates and communicates best

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