

# JOB SEARCH TIPS FOR VETERANS

## TRANSLATE YOUR SKILLS

Your time in the military has equipped you with a wide variety of valuable skills in areas such as leadership, technology and discipline. This can be an asset on your resume if you effectively translate your military experience into civilian terms.

Focus on skills used and outcomes/successes attained rather than tasks completed. Review your NCOER to help you brainstorm skills used and outcomes achieved. Then, translate to civilian terms.

- Change “Responsible for over \$50,000 worth of equipment,” to “Managed over \$50,000 worth of equipment during a 12-month deployment with no loss of inventory”
- Change “Manages, tracks, and oversees all administrative actions for 130 Soldiers,” to “Managed and oversaw all administrative actions for 130 personnel, which ensured efficient operations”

Here are common skills used by veterans and examples of how you might communicate those skills in a bulleted format.

Leading	Training	Communicating
Facilitating	Planning	Improvising
Motivating	Adapting	Multi-tasking
Inspecting	Supervising	Evaluating
Critical thinking	Organizing	Working in team
Decision making	Managing	Working under pressure

- Trained over 20 soldiers in first aid techniques, which facilitated deployment readiness for the unit
- Demonstrated critical thinking skills daily to ensure communications equipment functioned properly
- Collaborated with a diverse team of five people for three years, succeeding through stressful work conditions

## Spell out and consider simplifying acronyms

- Use “base” instead of “FOB” or “AFB”
- Use “Supervisor” instead of “NCO”

## State your job title rather than the MOS/MOC designator

- Use “Infantry Squad Leader” instead of “11B”

## Translate technical terms to simple terms

- Use “Operations Department” instead of “S3”
- Use “Military Helicopter” instead of “AH-64”

## Include military education

- Describe program if name isn’t self-explanatory
- Briefly state why the experience was valuable and any accomplishments achieved

**O\*Net OnLine:** [onetonline.org/crosswalk/MOC](http://onetonline.org/crosswalk/MOC) - Search for your position by branch of service to identify typical skills utilized in your role that relate to a civilian audience.

**CareerOneStop.org** - Utilize this Military-to-Civilian Occupation Translator as you strive to communicate military experience for a civilian audience.

**GIJobs.com** - Take the Transition Readiness Quiz, read articles about top jobs for veterans, the nation’s military friendly employers and job search strategies. Also search for jobs.

**Military.com** - Translate your military skills, experience and training into language that markets you for a civilian position.

## JOB SEARCH RESOURCES

There are employers who specifically recruit veterans. Don’t limit your job search to these employers, but they are certainly a good place to start. Note what they are seeking in you as a candidate and strive to communicate those assets to other employers as well.

**Fedshirevets.gov** - Learn how Federal jobs are filled and if you are eligible for hiring preference and utilize training resources.

**Hireveterans.com** - Search for jobs and upload your resume for employers to review. Find information on job fairs specifically geared toward veteran job seekers.

**Military.com/jobsearch** - Features a large, comprehensive job board with opportunities posted by employers who are looking for military experience. Also contains a “Skills Translator” to help you translate your military experience into an equivalent civilian career for your resume and your career exploration process.

**Troops to Teachers:** [www.state.nj.us/education/tttnj](http://www.state.nj.us/education/tttnj) - The Troops to Teachers program helps separating or retiring military personnel pursue a rewarding second career in public education.

**U.S. Dept of Labor Veterans' Employment & Training Service:** [dol.gov/vets](http://dol.gov/vets) - Provides resources and expertise to assist and prepare veterans to obtain meaningful careers, maximize their employment opportunities, and protect their employment rights.

**Veterans Enterprise:** [www.veteransenterprise.com](http://www.veteransenterprise.com) - The Veterans Enterprise is dedicated to providing employment, education and advancement opportunities for America's noble servicemen and women who have returned home looking for work.

**VetJobs.com** - View and apply for jobs, review job-search tips, and find information on various military veteran service organizations.

Resources: <http://careerservices.rutgers.edu/veterans.shtml>  
<http://www.careerhelp.umn.edu/PDFs/Resume%20Writing%20for%20Veterans.pdf>

