



Online Career Resources for Student Veterans

[O*NET My Next Move for Veterans](#)

Search or browse for careers, or find careers like your military job. Based on Bureau of Labor Statistics information.

[VA for Vets Career Resources](#)

Helps veterans and transitioning military service members find federal or non-profit careers. The VA for Vets Career Center tools provide opportunities to translate military skills, build federal resumes and search and apply for open positions.

[VetNet: A Career Service for Those Who Have Served](#)

A few of the leading organizations in veteran career development have combined forces to create one, easy place to start.

[Hero 2 Hired \(H2H\)](#)

A site where Reserve Component service members can connect with employers, network, take a career assessment, and search career recommendations by MOS.

[Switch](#)

A career transition blog by veterans for veterans.

[GI Jobs](#)

Designed to help you find a career after your military service has ended.

[100,000 Jobs Mission](#)

The 100,000 Jobs Mission is a coalition of companies committed to hiring 100,000 veterans by 2020.

[Civilian Jobs](#)

This site has many resources for military personnel interested in connecting with civilian careers.

[Hire a Hero](#)

A non-profit initiative that brings together former military job-seekers returning to the civilian workforce and military-friendly employers by utilizing Web 2.0 networking features.

[Military.com](#)

Provides job search capability, resume posting, networking with fellow veterans and much more. From Monster.com.

Online Career Resources for Student Veterans, cont.

[VetJobs.com](#)

A great site for veterans and transitioning military personnel and their family members. Job openings for all levels and types of jobs

[Transition Assistance Online](#)

A one-stop online shop for transitioning armed service members and Veterans.

[RecruitMilitary.com](#)

A recruitment site that targets veterans and service members (and spouses) making the transition from the military to the civilian workforce.

[Military Hire](#)

Operated by veterans for veterans, this site is all about helping service veterans (active duty, reserve, and national guard) and your immediate family members transition to civilian employment.

[Defense Talent Network](#)

A job board for the defense, aerospace and homeland security industries (and a good site for transitioning military personnel), where job-seekers can search jobs (by keyword, job type, work category, location), post your resume, and create a job-search agent.

[Corporate Gray Online](#)

Where former military personnel can post resumes and search for jobs.

[JOFDAV](#)

Job Opportunities for Disabled American Veterans: if you are a disabled veteran and you are looking for work, this is the website for you.

[Military to Civilian.com](#)

A gateway to the many employment and recruiting services offered by Bradley-Morris Inc., a large military-focused job placement firm.

[Lucas Group Military Transition Recruiting](#)

A national recruitment firm placing more separating military officers into civilian positions than anyone else in the country.

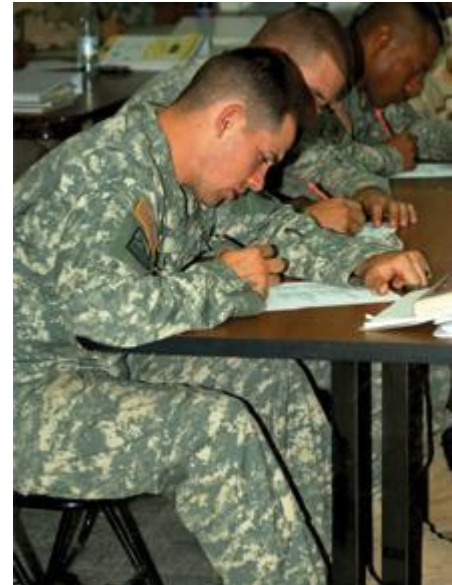
How to “Civilianize” Your Résumé

Is your résumé wearing too much camouflage? Learn how to make sure you are effectively communicating your military skills and education.

1. The “Seven Second Test”

How long should your résumé be? As a general rule, target one page for every 10 years of service, with a two-page maximum. Regardless of the length, here is the most important question: will it pass the “Seven Seconds Test?”

A civilian employer will go through hundreds of résumés to find a manageable number of qualified candidates. Your résumé must survive the culling process. Assume each résumé will get seven seconds of the reader’s attention. During those seven seconds the reader has to find the key information. If you must have more than one page, make sure all of the good stuff is on the first page! If this information grabs their attention, they might take a look at the second page.



2. Think Accomplishments

Companies hire people for their experience, their potential, or a combination of both. If your military specialty has a direct civilian equivalent and you want to continue in that occupation, then highlight that information on your résumé: operating or maintaining gas turbines does not need much translation. If you are not continuing in your current specialty you are then selling your “potential” more than your experience. In either case, how well you do a job is more important than your job description. Why? Because your accomplishments sell your potential, your experience sells your past.

3. Translate

Much of what you do in the military will make perfect sense to civilians, but there are some functions that have little or no civilian equivalent (e.g. ammunition handler). The significance of being assigned as your detachment’s Classified Material Systems (CMS) custodian will probably be lost on a potential civilian employer. Translate the position into a language a civilian reader can understand. Therefore, CMS might read “selected by the Commanding Officer to be the controller of the detachment’s classified material.”

4. Punt the Acronyms and the Alphabet Soup

Where would the military be without acronyms and abbreviations? Every OP ORDER, MOVEREP, SITREP, and MUC would double in length without them. Unless you are certain that the acronym has common civilian usage, forget it! Spell it out or paraphrase it in civilian terms.

How to “Civilianize” Your Résumé, cont.

5. New Use for Bullets

Although most of you will no longer have any use for that ammunition belt, you are not quite through with bullets yet. Think of the information appearing on your résumé as ammunition. If we consider the importance of the seven seconds test, then we have a new use for those bullets. Concise phrasing of your accomplishments and itemizing them as bullets will enhance the chances of the desired impact.

6. No Job-Hoppers Here

Most military personnel have multiple jobs and multiple duty stations during their contract, enlistment or career. The list gets even longer if schools and training are included. Listing every job on your résumé may make you look like a job hopper. Combine similar experiences without paying strict attention to the timeline. Perhaps the easiest way is to use an all-inclusive timeline statement at the beginning of your experience section. Show the reader that you may have had six different jobs in three different locations in the last six years, but they were all with the same employer! For example, the phrase “Machinist’s Mate, U.S. Navy (1998-2004)” is the first line in the “experience” section, followed by an outline of the actual assignments during that timeframe.

7. The “M” Word

Guess which word appears the most often on the typical military performance evaluation or fitness report? “Manage” and all of its forms: management, manager, manages, managing, managed. Not surprisingly, the same is true with résumés written by separating military personnel. It is a wonderful word, because it says so much. But for that same reason, it also says too little. What do you really mean when you use that word? Be careful – civilians do not use it with the same frequency or generality that you do.

When writing your résumé, force yourself to say what you really mean. Perhaps words like control, coordinate, lead or supervise would be more descriptive. If you have to use it, then use it with a modifier (financial management, logistics management or personnel management). In the corporate sector, you are technically not a manager unless you have both people working directly for you and profit and loss responsibility for your unit. It would be the rare individual who would be handed both of these on his or her first day on the job. Accordingly, use the “M” word as specifically and sparingly as possible.

8. Move Your Rank or Rating but Don’t Hide It

You are seeking a civilian job. You may think of yourself as “MM3 Michael S. Ortiz, USN,” but on your résumé, you become just plain Michael S. “Mike” Ortiz. Why? Many civilians have a negative stereotype regarding military personnel when it comes to formality and rank structure. Beginning your résumé with your rank or rating will just reinforce that perception. On the other hand, there is much about your military experience that works in your favor. Some military service members are under the impression that they should completely “sanitize” their résumés, and remove all things military. Going to this extreme is a mistake. There are hundreds of civilian employers that want to hire you because of that military experience.

9. Training and Education: Front and Center

One of the reasons so many civilian companies like to hire military personnel is the built-in training and education. Whether or not this training and education is directly relevant to the civilian sector, companies like to hire educated people, especially those who have done well in that environment. Accordingly, put this information on your résumé where they can easily find it.

Adapted from Shane Christopher, GJJobs.com

Communicate Strengths Arising From Military Experience

Leadership Training: The military trains people to accept and discharge responsibility for other people, for activities, for resources, and for one's own behavior. This training includes setting an example, giving carefully considered directions, inspiring leadership capabilities in others, and continually motivating other personnel in the group.

Ability to Work in a Group: Essential to the military experience is the ability to work as a member of a team. Almost all military activity is performed with the assistance, coordination and awareness of other persons or other units. Many military personnel serve as team leaders where they have analyzed situations and options, made appropriate decisions, given directions, followed through with a viable plan, and accepted responsibility for the outcome.

Ability to Work with All Types of People: The Government attracts all types of Americans regardless of race, gender, economic status, age, religion, attitude, intelligence, or physical conditions. In the Service, military personnel have worked for and with people of all types of backgrounds, attitudes and characteristics. This experience has prepared service members and their families to work with all types of people on a continuing basis.

Ability to Work under Pressure and to Meet Deadlines: Service members must do their job right the first time and do it in a timely manner. They are continuously setting priorities, meeting schedules and accomplishing their missions. Pressure and stress are built into this, but service members are taught how to deal with all these factors in a positive and effective manner.

Ability to Provide and Follow Directions: People in the military know how to work under supervision and can relate and respond favorably to others. They understand accountability for their actions and for their subordinates' actions. They also understand and use discipline in their lives and when dealing with others. They have learned to respect and accept legitimate authority.

Integrity: Many military personnel have achieved some level of security clearance, which can demonstrate that an individual is recognized as a trustworthy person. In addition, an honorable discharge indicates that a veteran is drug free.

Systematic Planning and Organization: Most military operations require thorough planning and workload management. Carefully considered objectives, strengths and limitations of other people, resources, time schedules, supplies, logistics, and various other factors are always considered. The ability to participate, direct or establish systematic planning is highly valued in business.

Emphasis on Safety: Military safety training is among the best in the world. Service members understand the considerable cost in lives, property and objectives when safety is ignored. Both the control and the emphasis on safety are valued in the civilian work force.

Communicate Strengths Arising From Military Experience, cont.

Familiarity with Records and Personnel Administration: Service members are familiar with the necessity of keeping accurate records and completing all paperwork. There is always the requirement for accountability. Service members are also familiar with all facets of personnel administration.

Ability to Conform to Rules and Structure: In any large organization, and especially the military, there must be rules and structure to avoid chaos and internal breakdown. Individuals in the service have learned and followed rules every day in their working environment. While in this environment, they have also learned loyalty to their units and their leaders. Companies always value employees who will be "company players" and team members that follow "the rules" of the organization.

Flexibility and Adaptability: All individuals in the service have learned to be flexible and adaptable to meet the constantly changing needs of any situation and mission. Last minute changes are not uncommon in any military or civilian working environment. Also based on their military background, former soldiers are able to adapt quickly to physical and safety demands.

Self-Direction: Many service members understand difficult and often complex issues and solve these issues or problems on the spot without step-by-step guidance from above.

Initiative: Many military personnel have the ability to originate a plan of action or task to answer and solve many unusual problems regarding supplies, logistics, resources and transportation.

Work Ethic: People in the military stay and finish their projects and are known and are recognized for completing their missions in a timely fashion and in an effective, efficient manner. These work habits are a definite result of social maturity, integrity, determination and self-confidence that they have learned, earned and experienced in their military service. Their military background has instilled pride, enthusiasm and perseverance for their work. This constitutes their eligibility and recognition for promotion.

Standards of Quality and Commitment to Excellence: Service personnel are continually striving to attain and surpass their standards of quality for themselves and their units. These standards of quality are meeting their unit's mission, training standards, physical requirements and educational goals. There is a commitment to excellence in all of these fields.

Global Outlook: Many people in the military have been stationed and served their country in various locations around the world. This residency and international experience have broadened their outlooks in regards to customs, economies, languages and cultures of other countries.

Client and Service Orientation: Many military personnel are in the service industry. Their jobs are to facilitate, explain and expedite their patrons' and clients' needs, wants and actions.

Specialized Advanced Training: All service personnel receive advanced training in their fields. Their career fields designate a specialized focus and skill building for their individual jobs. Advanced training and cross-referenced training can be in the computerized, financial, medical, engineering, administrative, personnel, technical, mechanical, and security fields. This training can be completed in the classroom, in the office, on the location, in the laboratory, or on the job.

Adapted from University of Colorado at Denver