



## RESUME TIPS FOR VETERANS

- Avoid military lingo, abbreviations and acronyms when describing your past experience.
- Avoid using the following military terms on your resume:

IED	OEF	Casualties
OIF	Combat	FORSCOM
FOB	Hot LZ DZ	Leaving the wire
- Visit these websites to more appropriately use words that describe your experience in civilian terms:
  - O-Net's Military Crosswalk:** <http://www.onetonline.org/crosswalk/MOC/>
  - Military Skills Translator:** [www.military.com/veteran-jobs/skills-translator/](http://www.military.com/veteran-jobs/skills-translator/)
    - Enter your military branch/job title
    - Review the civilian positions that match for accuracy
    - Highlight tasks and transferrable skills that match your experience
    - Incorporate relevant aspects of the job description into your resume
- Do not list a job description.** Three things help you quantify your resume....How Many? How Much? How Often?
- Review military or other evaluations for a list of accomplishments to use in your resume, such as:
  - Increased employee retention rate by 13% by focusing on training and team building.
  - Received Army Achievement Medal for completing 200+ medical evaluations.
  - Facilitated weekly training and professional development for 14 enlisted soldiers.
  - Oversaw 12 team members and \$2M in equipment during state side training and two deployments to Iraq.
- To identify your skills, strengths and experience, use the Joint Services Transcript, found at:
  - (Army, Navy, Marines, Coast Guard-Active Duty, Reserve and Veterans) <https://jst.doded.mil>
  - (Air Force) <http://www.au.af.mil/au/ccaf/transcripts.asp>
- Mentioning your security clearance automatically makes you more valuable and gives you an advantage.

## RESOURCES FOR EMPLOYMENT OPPORTUNITIES

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| <input type="checkbox"/> Vet Central: <a href="http://www.vetcentral.us.jobs">www.vetcentral.us.jobs</a>        | <input type="checkbox"/> Vet Enterprise: <a href="http://www.veteransenterprise.com">www.veteransenterprise.com</a>     |
| <input type="checkbox"/> Hire a Hero: <a href="http://www.hireahero.org">www.hireahero.org</a>                  | <input type="checkbox"/> Military.com: <a href="http://www.military.com/veteran-jobs">www.military.com/veteran-jobs</a> |
| <input type="checkbox"/> Recruit Military: <a href="http://www.recruitmilitary.com">www.recruitmilitary.com</a> | <input type="checkbox"/> Federal Jobs: <a href="http://www.usajobs.gov/Veterans">www.usajobs.gov/Veterans</a>           |