



Resume Tips and Resources for Veterans

Transferable Skills From The Military

When developing your resume, start with these transferable skills.

- Teamwork
- Organizational
- Task-Oriented
- Communication
- Supervision
- Analytical
- Time Management
- Meet Deadlines
- Report Information
- Manage Groups
- Attention to Detail
- Coaching
- Critical Thinking
- Leadership
- Resilient
- Integrity
- Adaptable
- Research
- Decision Making
- Punctuality
- Persistence
- Negotiation
- Conflict Management
- Listening

Translate Your Skills For Civilian Employers

- Avoid military lingo, abbreviations and acronyms when describing your past experience
- Highlight awards, honors and contributions
- Mentioning your security clearance is impressive and gives you an advantage
- Identify words that describe your experience in civilian terms - O-Net Military Crosswalk: www.onetonline.org/crosswalk/MOC/
- Enter your military branch
- Review civilian positions that match
- Highlight tasks and skills that match your experience
- Incorporate aspects of the description in your resume

Sell Yourself

Focus on “selling” your experience, not “telling” your experience.

- Don't list a job description, but quantify your resume.
- Three questions help you quantify: How much? How many? How often?
- **Example:** Directed 25 mechanics to maintain \$10 million in equipment, resulting in 100% accuracy.
- Review evaluations for quantifiable achievements to include in your resum.
Example: Increased retention rate by 13% by focusing on team building.

Resources for Career Exploration

- My Next Move: www.mynextmove.org/vets
- Employers & Grad Schools: militaryfriendly.com
- Hire a Hero: www.hireahero.org
- Hot Jobs for Veterans: www.gijobs.com
- LinkedIn: www.veterans.linkedin.com
- Military.com: www.military.com/veteran-jobs
- Federal Jobs: www.usajobs.gov/Veterans
- Job Path: www.yourjobpath.com
- Recruit Military: www.recruitmilitary.com
- Indeed: www.indeed.com
- FrogJobs: www.careers.tcu.edu

Call to schedule an appointment with your Career Consultant for assistance in creating a resume, interviewing, and developing a job search strategy.

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Connect with us to learn about jobs, internships, and events