

## Step 1: De-militarize Your Resume

Inventory the skills you used during your service. Whether you were a sharpshooter in the Army, a diver in the Navy, or had another profession in the military, there are marketable skills you developed in your career that apply to the civilian workplace.

- Think beyond the specific function you carried out and identify the core value, skill or expertise you brought to the table. For example, a sharpshooter would have led small teams to carry out high-priority objectives with minimal room for failure in high pressure situations.
- Some core values, skills and/or expertise displayed above are leadership, ability to carry out work with minimal supervision, attention to detail and ability to work under strict deadlines.

## Step 2: Give the Full Picture of Your Experience

Be sure to include examples of the following types of skills:

- **Technical Skills:** Military careers such as a telecommunication technician, financial management technician, mechanic or health care specialist all have closely related civilian careers. The technical skills you developed in your military career should be included in your resume.
- **Interpersonal Skills:** Working in the military requires working with a variety of personalities, from high-ranking officers to unit commanders, teammates and subordinates. Often, service members must master the art of interacting with supervisors, peers and subordinates to complete a task. Interpersonal skills are valued in the civilian workplace and should be detailed in your resume to reflect your ability to work with many different kinds of colleagues to get the job done.
- **Leadership Skills:** Any leadership experience or training that you acquired in the military is also highly valued by civilian employers. For example, overseeing subcontractors is a leadership skill that can be valuable in the civilian world.

*The skills you developed as a service member are truly valuable and in high demand, but describing those skills to a prospective employer can be difficult. For instance, you may have trouble communicating without using military jargon or are unsure of how to bridge the culture gap that exists between military and civilian workplaces. There are four steps you can take to translate your military experience to civilian employment, and a wide range of resources at your disposal to make the transition as smooth as possible.*

- Visit [gijobs.com](http://gijobs.com) for Hot Jobs and an Interview Survival Kit
- Utilize Optimal Resume to create a resume. Sample Resumes available under “Career Tool Box”.
- Visit the Center for Career Development to have your resume reviewed.
- search and apply for internships, part-time and full time employment.

### Career Center Website

Visit <https://www.wpunj.edu/career-center/students/on-campus-jobs>

for links to job search resources and career development tools.

### Step 3: Translate Your Military Experience

Use the O\*Net's Military Crosswalk ([www.onetonline.org/crosswalk/MOC](http://www.onetonline.org/crosswalk/MOC)) or the Military to Civilian Translator (<http://www.careerinfonet.org/moc/default.aspx>) to match your military skills and experience to civilian occupations.

- Enter your military occupation code
- Review the civilian positions matched to your military job, then make a selection
- Highlight tasks and transferable skills that match your experience
- By using "civilian language" for your military experience, potential employers can easily understand your value

#### Example: From Infantry to Logistics Management

- *Military Experience:* An infantryman with 23 years in the Army (E-9/command sergeant major). He operated tanks, weapons and dug ditches, and is having difficulty identifying skills or direct experiences to bring to the civilian workforce.
- *Experience to Market to Civilian Employers:* Supervised, trained and evaluated 40 personnel, supporting more than 2,000 troops in four countries, with an inventory list of 1,500 line items, and material assets valued at \$65M.
- *Functional Areas of Expertise of Core Competencies:* Personnel management, logistics and operations. Later on in his career he also demonstrated strategic planning and tactical application.
- *Possible Employment Opportunities:* Based on his experience, this command sergeant major could market his skills as a logistics expert and apply for management positions.

### Step 4: Include Your Related Coursework and Academic Projects

In addition to your military experience, your education and academic experiences will help you to become "Best Qualified" for your desired position. Your courses, projects and research papers are likely to be what will impress the human resources staff.

#### Example: Related Coursework

##### Introduction to Sales & Marketing

- Designed and implemented a marketing strategy for a local non-profit organization by applying online networking tools such as Twitter, Facebook and Instagram
- Created three presentations based on the effectiveness of visual displays; presented to an audience of 30 peers
- Managed team of nine colleagues to carry out online marketing project which raised \$8000 for *Race for the Cure*

Source:

<http://www.realwarriors.net/veterans/treatment/civilianresume.php>

## Elaine Erickson

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### PROFILE

Offering Bachelor of Science in Criminal Justice with four years of progressive experience in the U.S. military in protective services and security operations in hostile environments. Personal qualities include reliability, trustworthiness, sound judgment, and strong work ethic

- Recognized by supervisors as a highly self-motivated, efficient professional who delivers outstanding results through problem-solving, communications, and interpersonal strengths
  - Hold Secret Security Clearance-Protective Services Qualified
  - Experienced in supervision and personnel training; contributing to operational readiness/success.
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### EDUCATION

Morgan State University Baltimore, MD  
Bachelor of Science degree in Political Science May 20XX

- GPA: 3.65
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### RELATED COURSEWORK

Police Administration	Conflict Resolution	Sociological Analysis
Ethics in Criminal Justice	Visual Anthropology	
Anthropology of American Culture		

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### EXPERIENCE

U.S. Navy Commander Fleet, U.S. Naval Central Command 5/2010-present  
Protective Service Agent

- Plan, coordinate, and provide security, administrative, and logistics support to the Commander of the U.S. Fifth Fleet and visiting dignitaries who are high-risk targets of terrorism
  - Execute and monitor force protection level training for the Command with an emphasis on crime prevention, post security, public relations, and language instruction
  - Train security staff in force protection, anti-terrorism, threat collection, information security, crisis management, terrorist and weapons of mass destruction response, mass casualty, and physical security planning
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### ACCOMPLISHMENTS & AWARDS

- Earned the National Defense Service Medal, 2013; Armed Forces Expeditionary Medal, 2013; Navy and Marine Corps Achievement Medal, 2012; and Meritorious Unit Commendation, 2012
- Recognized for successful results in planning and coordinating physical fitness assessment program for 50 Central Command personnel

# RESUME WRITING STRATEGIES FOR STUDENT VETERANS

Explore Careers

Home > Career InfoNet > Occupation Information > Military to Civilian Occupation Translator  
America's Career InfoNet

## Military to Civilian Occupation Translator

Select a Military Occupation: Sort By Title

31B - Field Communications-Electronics Equipment Mechanic - Army - Enlisted
<b>31B - Military Police - Army - Enlisted</b>
31B - Physical Security - Army - Commissioned Officer

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Employment and Training Administration

## Military to Civilian Occupation Translator

**Selected Criteria:**

**Military Occupation** - Military Police - Army - Enlisted - 31B [Change Occupation](#)

**View Related Civilian Occupations:**

Crossing Guards
<b>Detectives and Criminal Investigators</b>
Education Administrators, All Other
Eligibility Interviewers, Government Programs

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## Military to Civilian Occupation Translator

**Selected Criteria:**

**Military Occupation** - Military Police - Army - Enlisted - 31B [Change Occupation](#)

**Civilian Occupation** - Detectives and Criminal Investigators

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**Detectives and Criminal Investigators**

Conduct investigations related to suspected violations of Federal, State, or local laws to prevent or solve crimes. Excludes "Private Detectives and Investigators".

[View more information about Detectives and Criminal Investigators](#)

**Related Resources for Detectives and Criminal Investigators**

- [Related Web Resources](#)
- [Find Certifications](#)
- [Explore Occupational Licensing](#)
- [Tools & Technology Used on this Job](#)

**Veterans ReEmployment:** Connecting veterans and separating military personnel to services and resources available on CareerOneStop.

- I want to [match my military skills to a civilian career](#).
- For career and job search assistance, contact your [local American Job Center](#) (formerly known as One-Stop Centers).

**View Related Civilian Occupations:**

<b>Detectives and Criminal Investigators</b>
Education Administrators, All Other
Eligibility Interviewers, Government Programs
Emergency Management Directors

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