

Resume Writing Strategies for Student Veterans

As a veteran, you have many important skills that employers look for in new recruits. The challenge is to explain your military experience in a manner that is relevant and accessible for civilian employers. Here are some common questions and answers that may help you in your search for civilian employment.

★ Frequently Asked Questions: ★

What are the functions of the resume?

- Provide employers with a concise summary of the education, skills, experience, achievements, and expertise
- Tool to get you an interview

How do I explain my military experience?

- Use O*Net's Military Crosswalk (www.onetonline.org/crosswalk/MOC) or the Military Skills Translator (www.military.com/veteran-jobs/skills-translator)
- Enter your military branch and military job title
- Review the civilian positions matched to your military job title for accuracy
- Highlight tasks and transferable skills that match your experience
- Incorporate relevant aspects of the job descriptions into your resume
- By using "civilian language" for your military experience, potential employers can easily understand your value

How do I tailor my experience for a particular job?

- Review the job description and use TagCrowd (www.tagcrowd.com) to located keywords to incorporate into your resume
- Copy and paste the job description into TagCrowd. You can change the options to further highlight keywords
- Review the resulting word cloud. Works that appear larger are mentioned more in the job description and are keywords
- Incorporate the keywords in your resume when possible (but always be honest about your experience)

How do I showcase my accomplishments?

- Quantify the results of your work and review your military evaluations
- Military or other evaluations can provide a list of accomplishments to incorporate on your resume
- Focus on the achievements and results from your work rather than the job functions
- For example: "Coordinated and processed awards for group of more than 2,000 personnel with zero error rate" instead of "responsible for processing awards"

Do

- ✓ Tailor the resume to the position
- ✓ Highlight your successes by emphasizing results produced, significant achievements, recognition from others
- ✓ Quantify accomplishments when possible and use specific examples
- ✓ Be truthful about your accomplishments and experiences
- ✓ Begin phrases with action verbs such as "managed" and "designed"
- ✓ Have a career counselor (and other civilians) proofread your resume

Don't

- ✗ Use personal pronouns such as "I" or "we"
- ✗ List unrelated, detailed duties such as "opened mail" or "filed documents"
- ✗ Use acronyms, abbreviations, initials, or military jargon
- ✗ Use phrases such as "responsible for" and "duties included"
- ✗ Exaggerate your experience

Action Steps

1. Check out the "Resume Help" Quick Tip or other helpful guides online or pick up a copy at the Division of Career Pathways
2. Get your resume reviewed during Drop-In Advising (Monday – Friday, 11 AM – 3 PM) at the Division of Career Pathways

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Ana Anteater

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EDUCATION

Bachelor of Arts in Criminology, Law and Society

University of California, Irvine, expected June 20XX

GPA: 3.4, Dean's Honor List: 3 quarters

Associate of Arts in Sociology

Irvine Valley College, June 20XX

GPA 3.8

EXPERIENCE

Student Assistant, Veteran Services Office, UCI, July 20XX – Present

- Assist students with questions on veteran educational benefits, course selection, and general acclimation to college environment
- Perform office duties including answering telephones, filing, making copies, and faxing to ensure office efficiency
- Enhance interpersonal skills through individual contact with students, staff, and administration

Aircrewman, U.S. Navy, May 20XX – May 20XX

- Coordinated with fellow crewmen to complete combat, reconnaissance, transport, and search and rescue missions overseas
- Operated and maintained aircraft communications and detection equipment to ensure safety and security
- Collaborated with others to maintain proper inventory of cargo, fuel, and emergency equipment
- Commended by officers for courtesy and professionalism

ACTIVITIES

Membership Coordinator, Alpha Psi Omega, UCI, September 20XX – Present

- Manage all marketing materials and outreach efforts for the UCI Veterans Fraternity to increase presence on campus
- Increased club membership by 60% in 1 quarter
- Assisted in development of Veteran's Week, aimed at educating UCI students about veterans
- Participate in various meetings and discussions related to the enhancement of student veterans' engagement on campus

Member, Vets Club, Irvine Valley College, Irvine, CA, January 20XX – June 20XX

- Organized fundraising and promotional events to advance mission of club
- Attended regional meeting of various Southern California Student Veteran Association clubs

SKILLS

Computer: Proficient in Microsoft Office, Adobe Photoshop and Illustrator

Language: Fluent in Spanish