



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 into your own resume but be sure to rephrase in your own words
- By using "civilian language" for your military experience, potential employers can more 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 locate 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. Words that appear larger are mentioned more in the job description and represent key words that should be included in your resume if you have them
- 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," unless directly related
- ✗ Use acronyms, abbreviations, initials, or military jargon
- ✗ Use phrases such as "responsible for" and "duties included"
- ✗ Exaggerate your experience

Additional Action Steps

1. Check out the "Resume Help" career guide or other helpful guides online
2. Get your resume reviewed during Drop-In Advising at the Division of Career Pathways



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

For additional help, try:

CAREER SPOTS

([CAREER.UCI.EDU/CAREERSPOTS](https://career.uci.edu/careerspots))

Quick, informative videos on a variety of topics, including career readiness, internships, and career advice.

VMOCK ([VMOCK.COM/UCI](https://vmock.com/uci))

Upload a PDF copy of your resume and receive instant feedback based on presentation, impact, and competencies.

CAREER LABS

Drop in any time during our labs for hands-on help with resume, cover letter, LinkedIn, part-time jobs, and your Handshake profile.