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Military experience on resume

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Rephrase your military experience and show it to someone who is not in the military to see if they understand it. Advertisement 1 Read over the job description for keywords.[3] Review the qualifications and skills required for the positions you are considering. Focus on any keywords in the job posting that you feel relate to your experience in the military. For example, if you notice a skill like “multi-tasker” is listed in the job description, choose roles in your time in the military that show you can multi-task. 2 Create a section called “Military Experience.” Your military experience should be listed in its own section on your resume. Under the main section title, you can organize your experience into sub sections or sub lists. This will make your military experience easier for employers to read and understand. 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For example, you may note attributes like “good time management,” “conflict-resolution,” and “the ability to stay organized under pressure.” Or you may discuss skills like “teaching and training young people,” “analyzing complex situations,” or “communicating with my colleagues.” 6 Use data and numbers to add detail. Give employers a better sense of the scale of your military experience by noting data like the number of employees you managed or worked with as well as the type and amount of supplies or equipment you worked with. You can also discuss how much the equipment was worth to add more detail. For example, you may note, “Trained and supervised an 8 person team.” “Arranged the transport of Air Force equipment worth millions of dollars,” or “Organized a 10 person team to setup and tear-down 2 Emergency rooms in a high stress environment.” 7 Include relevant dates for your experience. Make sure you note the duration of your time in each role or position. 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For example, you may write under the Honors heading, “Good Conduct Medal (2009)” or “Achievement Medal (2012).” 2 Include additional training in a section called “Skills and Training.” If you received training in computer software or programs while in the military, include this information in this section. If you learned how to use radio frequencies, coding, or other technical skills, note this as well. This will let employers know you have these skills in the event it is needed for a position or job. For example, you may write under the Skills and Training heading, “Proficient in Microsoft Word and Excel” or “Trained in computer programming software.” 3 Stay away from details about active combat or deployments. You do not need to provide graphic details about your experiences in active combat or while deployed, as this can end up cluttering your resume. Only provide details that you think employers will find relevant to the position you are applying for. Stay away from details that may feel unrelated to the position. For example, you may list operations or missions you worked on in your resume if you feel it illustrates important skills like leadership or conflict-resolution. However, you do not need to provide more than 1-2 key details about the operation or mission on your resume. Advertisement Ask a Question Advertisement Thanks Advertisement This article was co-authored by Katrina Georgiou. Katrina Georgiou is a career coach and the founder of Katrina Georgiou Coaching based in Silicon Valley. Katrina helps individuals find new careers as well as career advancement, including resume writing, interview preparation, salary negotiation, and performance reviews. Trained in the co-active method from the Coaches Training Institute (CTI), Katrina uses personalized communication and leadership strategies to support her clients in building successful and fulfilling careers. This article has been viewed 95,697 times. Co-authors: 8 Updated: August 17, 2024 Views: 95,697 Categories: Resume Preparation | Careers in the Military Print Send fan mail to authors Thanks to all authors for creating a page that has been read 95,697 times. Last Updated on 02/12/2024Military service immerses people in a separate world with its terminology, codes, job titles, and acronyms. When it’s time for you to enter the civilian job world, your resume with military experience might confuse job recruiters. They often have trouble connecting military job descriptions with job requirements.How to Add Military Experience to a ResumeTo fix the problem, you’ll strip away the military language and write the resume for a general audience. The effort will be worthwhile because then you can make a resume with military experience that gets you interviews.Don’t describe yourself this way: MOS 12B Combat Engineer charged with establishing secure routes for HMMWV movements.A better approach for a civilian audience would be: Civil Engineering Technician in charge of building roads for use by heavy vehicles.The second strategy for successfully adding military experience to your resume involves how you present the information. Surely you’ve been asking yourself should I put military service on my resume?You’ll naturally feel inclined to place the military at the center of your writing. But for better results, frame your work experience descriptions around the job opening. Introduce your skills in the context of the job that you’re applying for and then mention that they came from military service.Military Experience on Resume ExamplesThe following Do and Don’t resume sample excerpts illustrate how to put military experience on resume.Don’t: Marine Corps Captain responsible for commanding 62 Marines during combat operations by assessing tactical data and managing daily operations.Do: Guided 62 subordinates through daily operations in the role of U.S. Marine Corps Captain while achieving management’s priorities and goals.Don’t: CW2 Officer oversaw decontamination and disposal of hazardous materials and weapons in overseas theater.Do: Determined the safest methods for processing hazardous materials encountered by personnel during field operations in the role of Chief Warrant Officer in the U.S. Army.Don’t: O-2 U.S. Army Officer managed company during urban environment operations to locate and neutralize insurgents.Do: Worked as executive officer managing 1,000-person company for 3 years to complete 59 complex missions that required coordination of information from multiple agencies while serving as First Lieutenant in the U.S. Army.Don’t: Air National Guard pilot completed demanding flight schedules that resulted in 20 missions in Afghanistan over the course of 6 weeks.Do: Experienced pilot rated among the top 1% of peers after flying 59 missions to transport 30 tons of equipment and 120 passengers while serving in the Air National Guard.This is an extended description of how to include military service on a resume, example: Don’t: S-1 Advisor coordinated 15 joint missions between Iraqi and U.S. military personnel while managing command communications.Do: Professional entrusted with personnel management duties including payroll, vacations, and communications who served as the lead coordinator with Iraqi allies while deployed as the battalion commander’s chief personnel officer with U.S. Army consulting group.Where Do You Put Military Experience on a Resume?You could describe your service under the heading military experience. This is appropriate if you have other work experience that you want to mention. If all of your work history comes from military service, then you can simply label the section Work History or Work Experience.Within your Military Experience or Work History section, you can choose the:Chronological Approach – List your jobs and describe your skills and duties. Explain to them how they will fit the employer’s goals. If you’re wondering how to list military experience on a resume, it’s acceptable to use bullet points under each job.Skills-Based Approach – Break out the information into subsections that draw attention to your abilities. Leadership Skills or Technical Skills are typical examples. Use the requirements in the job description to help you select your strongest skills for the position.One more option where to put your military service on resume is to add section headings like Special Training or Awards and Honors.Doubt how to add your military experience for a job? Check out Military Transition Resume Writing Services.How to Write Military Experience on ResumeQuantify the results of your work as much as possible. Include percentages, numbers, or other quantifiable results as you explain your accomplishments.Don’t assume job recruiters will know things like how many people form a platoon or flight crew. Cite any awards or commendations that you received. This shows employers that you excelled in your work. You need to be precise on how to list military service on resume. If you want to mention decorations and awards, explain the details that led superiors to recognize you.Good Military Service on Resume Example:Supervised 6 mechanics on a crew that maintained 50 armored vehicles and reduced rate of mechanical failures in the field by 11% over 2 years.Look over the job description and find keywords that the employer used to describe the duties and requirements. Make it your top priority to communicate your skills that match the keywords. Regardless of your resume format, your text should contain the keywords used by the employer.How to Translate Military Experience to ResumeUse online resources to find job positions and descriptions that fit your military experience. The MOS Code to Civilian Occupation Translator and Military.com’s Skills Translator take your military job and show you applicable jobs.Study these job postings and find the terms that employers used to describe the skills that they want. You’ll also get good ideas for friendly names for your military job titles.Think of this process as reverse engineering. You find jobs in private sector for your military experience and then harvest civilian terminology from them for your resume.Highlight Your Security ClearanceAlways mention your security clearance prominently. Security clearance communicates your trustworthiness and ability to pass a background check. Don’t lean on military codes like TS/SCI. Do state exactly that you had a security clearance that authorized your access to sensitive information.Get FeedbackHave someone without military experience read your resume. The feedback will help you fix areas that remain difficult to understand. Read more articles on how to write a resume with military service. Study the wording on these and adapt it to your circumstances without copying the text.How to Write Military Experience on ResumeWriting your military career to resume takes more effort than transferring text from the VMET to a resume builder. You need to strip military jargon and acronyms from your work military experience.Terms like SQDN, PCS, and UAV will likely mean nothing. Because writing a resume and translating military jargon for an audience are both challenging tasks, it’s best to break them up.To begin, set aside worries about military terms and write a master military resume. Use the military terms that you’re familiar with on this first draft.For the First Draft, focus on: Placing your strongest skills and accomplishments at the forefront.Crafting a concise objective statement about your career goals.Choosing verbs that convey action, responsibility, and success.Including keywords that match up with the types of jobs that you want.For the Second Draft: If possible, ask a nonmilitary person to read your first resume draft. The person could provide insights into which parts are the hardest to understand.Look at that first draft yourself. Try to imagine that you have to explain it someone who knows nothing about military operations. Circle or highlight your military titles, acronyms, equipment names, and duties to adjust the content of the resume.Most of these will need to be adjusted or rephrased to communicate the military experience to resume effectively.Translate Enlisted Military TitlesEnlisted service members have rank designations of E1 through E9. To make these labels meaningful for a state job recruiter, select generic terms like a team member or foreman.Lower ranks E1 through E3 would translate into entry-level positions like technician or operator. The middle tiers of E4 to E6 would match with titles like an assistant manager or section leader. The top tiers of E7 to E9 correspond with roles like department manager or supervisor. Instead of: Commander Warrant Officer First Sergeant Manager Platoon Sergeant. Personnel Specialist Consider: Senior Personnel and Program Manager Senior Technician, Technical Advisor, Chief Group Supervisor, Senior Advisor, Group First Line Supervisor, Training Instructor Administrative ClerkIt’s fine to mention your rank, but you should expand on the description to clarify its meaning for others.Commissioned officers and warrant officers have similar designations with the letters O and W. Include terms that represent the greater responsibilities of these positions like a general manager or district director.Attract Recruiters with Your Military Experience SummaryLet’s consider a resume summary for a job by the following military experience on resume example. Rick Walker is a retired Quality Control Officer with 18 years of successful military aviation experience. Now he holds a position of a Operations Manager in one of the leading aviation company. When it comes to showoff an impressive military history, Rick can choose the first option. But what are his chances of getting a job? Will HRs’ understand encrypted information with acronyms and abbreviations? Let’s get deeper into the subject.Military Resume Summary Example: Quality Control OfficerProven leader with extensive experience for providing National Guard and aviation units with proper implementation of Army aircraft and airworthiness. Responsible for maintaining and repairing both UH-60 and UH-1 aircraft. Lead financial planning, prepared options, and recommendations on aircraft combat systems. Conducted training and mentoring battalion level maintenance management techniques to aviation maintenance officers.But what if Rick will translate his responsibilities into civilian-friendly terms? Military Experience Resume Summary Example: Operations ManagerDedicated supervisor with 18 years of experience in coordinating program activities for maintenance and repair work, useful in quality control checks. Responsible for the safe condition of over \$32 million in aircraft and equipment. Reduced aircraft maintenance up to 34% due to implementation of cost-effective programs. Developed and implemented training programs; evaluated instruction and performance outcomes for employees.As you can see several phrases, abbreviations and words substituted by general terms as aircraft and equipment instead of UH-60 and UH-1 aircraft, employees instead of soldiers. Besides resume summary include exact numbers, which make it more competitive and attractive for recruiters. Adjust Acronyms and Military TermsWriting out the full names represented by acronyms could improve comprehension in most cases. Replace words like soldiers or airmen with personnel. In all places, make an effort to put your jargon into simple terms using words familiar to most people. Instead of: Combat Mission Sensitive Soldiers Suspense Date Consider: Conflict, emergency situations, crisis Function, tasks, obligations, prioritiesConfidential Personnel, individuals, staff DeadlineYou also need to interpret military jobs to state jobs for resume. It’s helpful to include facts and figures, such as how many people you supervised or how many pieces of equipment that you maintained.After editing your first draft, your second draft will have shifted the resume from military to civilian terms. This process of altering military resumes for jobs prepares you to tailor the content for specific job applications.Have a doubt on how to translate military skills? Choose the Best Military Resume Writing ServiceJob Description KeywordsThe words used by an employer to describe an open position are vitally important. You need to incorporate these keywords into the top half of your resume.Among Fortune 500 companies, 98% of them use software to scan resumes before forwarding them to actual recruiters. Analyze the terms in the job description and select those that fit with your skills. Change some of the terms on your resume if necessary to create keyword matches.Just select your service (for example Air Force) and enter your MOS code (for example 11A4 – Airlift Pilot). Search for equivalent job titles and read a job description to match your experience. Pick up a few keywords from the job description, and include into your ex-military resume. Enforce Your Military Experience on Resume with Cover Letter and ObjectiveYour resume should include a brief statement about your job objective after your contact information. As succinctly as possible, explain how you wish to apply your valuable military training to the job. Explain how your military experience on resume will promote the employer’s goals in the military to resume objective.Your letter offers a place where you can expand upon your objective and how it meets an employer’s purpose. Draw upon the military experience that you liked the most during your military career. Did you feel like you were thriving when collaborating with others? Did you contribute the most when operating heavy machinery?Use these positive experiences to communicate your enthusiasm for a chance at employment. 1 Translate your military title into its equivalent in the civilian world. 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Rephrase your military experience and show it to someone who is not in the military to see if they understand it. Advertisement 3 Focus on military experience that shows you are a leader and a go-getter. Most employers want candidates that can take initiative and be a self-starter. Make sure you include experience on your resume that highlights any leadership positions you had in the military. Show employers that you have the confidence and abilities to be assertive and lead others, when needed.[2] For example, you may have held a leadership position like the leader of a small group or of a unit within a larger team. Or you may have had a higher ranking in the military that meant you delegated tasks or jobs to others. 4 Use military experience that highlights your accomplishments. Let employers know that you were considered a valuable member of the military by including any decorations, acknowledgements, or awards you received. You should also note any major achievements you received during your service. For example, you may include any military medals or awards you received. Or you may note that you were “honorably discharged” to note this achievement. Advertisement 1 Read over the job description for keywords.[3] Review the qualifications and skills required for the positions you are considering. Focus on any keywords in the job posting that you feel relate to your experience in the military. For example, if you notice a skill like “multi-tasker” is listed in the job description, choose roles in your time in the military that show you can multi-task. 2 Create a section called “Military Experience.” Your military experience should be listed in its own section on your resume. Under the main section title, you can organize your experience into sub sections or sub lists. This will make your military experience easier for employers to read and understand. 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Co-authors: 8 Updated: August 17, 2024 Views: 95,697 Categories: Resume Preparation | Careers in the Military Print Send fan mail to authors Thanks to all authors for creating a page that has been read 95,697 times.