

# **Military to Civilian Resume Guide**

**Building the better Resume**

**TABLE OF CONTENTS**

<b>1. WATCH YOUR LANGUAGE!</b>	<b>3</b>
<b>2. CONTENT</b>	<b>4</b>
<b>3. RESUME FORMAT</b>	<b>5</b>
<b>4. THE SUMMARY SECTION</b>	<b>6</b>

## 1. Watch your language!

Making the transition from military to civilian life will require that you think carefully about the words you use. Especially when writing your resume and attending an interview.

The majority of employers are sympathetic to the need of military personnel to find new employment and most of them value the training and skills that you have acquired. There is however a level of discomfort if they cannot relate your words to their environment.

For example, In the Army a “Senior Electronics Maintenance Warrant Officer” in civilian life is known as a “Maintenance Supervisor”. In the Navy a “Navigation Aids Technician” will be called an “Electronics or Maintenance Technician”.

In the same manner that we have looked at titles we also need to consider other areas: ratings, officers and crew are now “staff or employees”. Barracks or Armories become “facilities”, and so on. Do not use acronyms.

When you have completed the research required for your resume visit [VirtualJobCoach](#) to move on to the next step of actually building the document.

### Tasks

**Identify comparative job titles**

**Remove the military speak**

**No Acronyms**

## 2. Content

Make sure that any contact information is as far as possible civilian focused. A military email is not appropriate, free email addresses are available from Gmail, Hotmail, Yahoo, etc.

Your style of content presentation is as important as the words themselves.

Your sentences should be clear and to the point. Make sure that there is white space in your resume. If there are too many words the recruiter will be turned of.

Do not try to tell your prospective employer everything about you. Keep your words simple and clear; again do not use any acronyms.

Only discuss those skills that are relevant to the position you are applying for.

Focus on writing a document that says "I am the person for this job".

### Tasks

**Civilian contact data**

**Be consisce in your words**

**Only relevant skills**

### 3. Resume Format

Typically there are two formats to consider, the first is a “Chronological” one where we have a Summary followed by each employer and the positions you held in that time frame.

The second is a “Functional” style where after the summary we display the skills that you bring to the table that match the needs of the employer. Only after seeing how well you fit the positions does the employer then see the companies that you worked for and the jobs (ranks) that you have held.

In either case you need to determine how well you fit the needs of the role and determine from that which style of resume will best suit the opportunity.

[VirtualJobCoach](#) has a number of different styles available for you to choose from.

#### Tasks

Chronological resume?

Functional resume?

## 4. The summary section

By far the most important section in the resume the summary is the first seen area. Remember *there is no second chance to create a first impression*. How you portray yourself will determine if you are called for that all important first interview or not.

The summary requires bold and memorable words that create a great impression. At the same time we need to use words that a civilian will understand.

The opening words may be as simple as, “An experienced manager (Corporal, Lieutenant, etc.)” which speaks to any civilian.

Talk about the strengths, skills and achievements you bring to the table. Examples could include:

- “Delivering 15 years of experience in developing and mentoring staff with outstanding results”
- 12 years experience successfully managing a mechanical workshop (Motor pool) with a focus on heavy duty vehicles (tanks?)
- 10 years creating interesting, tasteful and appetizing meals (for 5,000 hungry mouths)

You can also list your skills so they are easy to read and understand

- Leadership
- Discipline
- Mechanical
- High Speed Networks
- Catering
- Security

### Tasks

**Strong, memorable words**

**Use civilian terms**