

# HIREJWU

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## Military to Civilian Employment Transition Resources & Resume Examples

### Brought to by: Experiential Education & Career Services

The following samples are examples of real JWU student resumes that will familiarize you with the many different resume formats and styles.

Our goal is to get you started and provide ideas on how to strengthen your resume. We are providing samples here. It is important that you make **your resume your own**. The key to getting an interview is to target your resume when applying for a job or internship. You must get the employer's attention within **6 – 7** seconds by outlining what YOU can DO for THEM.

Review the section on Applicant Tracking System (ATS) found in the Undergraduate Resume Guidebook at: [link.jwu.edu>jobs & internships>build your resume](http://link.jwu.edu>jobs & internships>build your resume), to ensure your resume follows ATS rules for posting your resume to online job sites.

No matter what your major, be sure to scan through all of the resume examples, as you are sure to find ideas in each of them to use in your own, unique resume.

**Note:** These resumes are samples. If your major is not represented in the samples, please work with an EE&CS Advisor to assist you.

## RESUME TIPS:

### Most Common Resume mistakes:

1. **Misspelling JWU:**
  - Johnson and Whales University = Johnson & Wales University
2. **Incorrectly stating your degree:**
  - a. Bachelors in = Bachelor of Science;
  - b. Associates of = Associate in Science;
3. **Using “ I “ in your job bullet statements: Start with action verb and be sure your action verb agrees with job status – present tense for current job, past tense for past job**
  - a. I created report = Created report for...
  - b. I schedule events = Schedule events to...
4. **Listing jobs in the incorrect order:**
  - a. Most recent Jobs are listed first
5. **Resume must fit on one page**
6. **Font sizes:**
  - a. **Your Name: font size: 18 – 26**
  - b. **Resume content: font size: 11 – 12**



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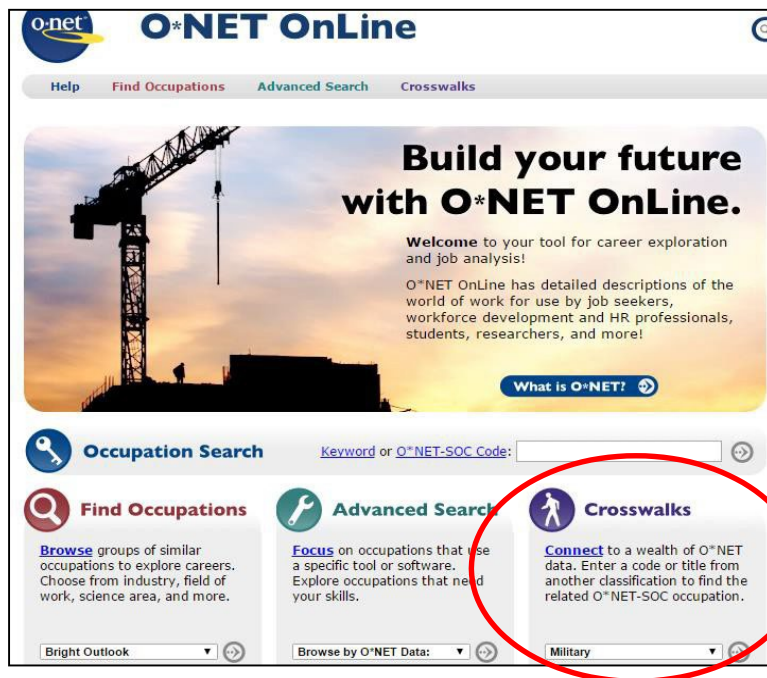
## STEP 1

Create a list of skills you learned during service. Think beyond the specific task and identify core values, skills, and expertise. Include technical skills like budgeting and intangible skills like teamwork and leadership.

## STEP 2

Review these resources to expand your list of skills:

- **Obtain your VMET** <https://milconnect.dmdc.osd.mil/milconnect/public/faq/Training-VMET> Department of Defense Verification of Military Experience and Training Document (DD Form 2586). Provides an overview of your military career. The military experience and training listed on the VMET is verified as official.
- **O\*NET** <http://online.onetcenter.org> **Military to civilian translator tool:**
  - ✓ Under Crosswalks, Search select Military → Select branch → Search by job code or title → Go → Choose the best match from the list provided and click on the link
  - ✓ Generates a summary of tasks, tools & technology, knowledge, abilities, work activities, education/experience, etc. While you may not have done everything on the list it's a great start.



- **Career One Stop** [www.careerinfonet.org](http://www.careerinfonet.org)
  - ✓ Under the Toolkit at a Glance section, find the Skills area then click on Military to Civilian Occupation Translator → Enter your occupation and state → Search
  - ✓ Choose the occupation that is the best match. Generates a “Skills Profiler” which is a list of knowledge and skills that are used in that occupation

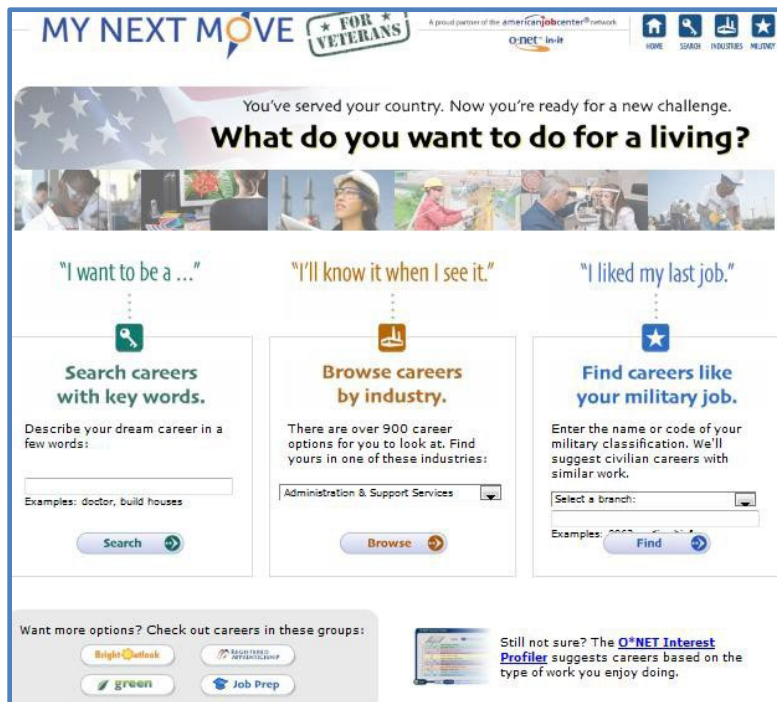
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## STEP 3

Think about your skills and interests and get ideas on how to apply them to potential positions you are interested in.

- **My Next Move/Veterans** <https://www.mynextmove.org/vets/> helps you to search careers by job title, industry, or using military skills.
- ✓ **O\*Net Interest Profiler.** This short self-assessment allows you to answer some questions about things you do and do not like to do and generates results showing you a list of careers you may enjoy that are tied to your skills and interests.



## STEP 4

Now that you have skills and experience translated into civilian terms and have taken the self-assessment and know more the type of work you want to do:

- Go to [link.jwu.edu](http://link.jwu.edu) > jobs & internships > search jobs/internships or other websites such as [www.gijobs.com](http://www.gijobs.com)
- Print out the job description for the position that interests you
- Highlight the keywords and required skills and compare it to the skills you have compiled to see how they fit into the new position. Skills such as leadership, communication, and team work are important skills that employers look for and skills that you most likely possess.
- Focus on transferable skills, those abilities acquired from education and work activities which can be relevant and applied to different work environments.

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## STEP 5

Put it all together into a customized civilian resume. Customize your resume for the internship/job you are applying for (some sample resumes are included on the following pages).

Some additional tips when putting your resume together:

- Find connections in your skill level by looking for similar positions or ranks in the Civilian world that are closely related to your past Military experience. For instance, skills utilized as a Platoon Leader, Leading Petty Officer, Section Leader, etc. are closely related to a Front Line Supervisor in the business world.
- Technical Skills 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 on 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 in order to complete a task. Reflecting your ability to work with many different kinds of colleagues to get the job done are sought after skills in the civilian workplace.
- Leadership Skills: any leadership experience/training that you acquired is highly valued by civilian employers. For example, any responsibility that details planning, directing, overseeing, coordinating, and delegating.
- Education: list only military schools, certifications, licenses, and course work that support your current career goal and which are relevant to the job you are applying to.
- Acronyms: limit these whenever possible and leave off any non-relevant details. For instance:
  - *Instead of:* SNOIC for 2d MarDiv G-3, planned and executed all logistics for operations conducted in our AOR.
  - *Civilian Translation:* Supervised staff of 15 people; planned and coordinated operations conducted by various subordinate units within our division.
- Bullet Statements: Create statements of your accomplishments and skills that tie to the job you are applying for by highlighting the action you performed and the result that came from that action. As much as possible add qualitative and quantitative elements into your statement. Use 3-4 bullet statements for each position you held. See examples on sample resumes below.

Our goal is to get you started or provide ideas on how to strengthen your resume and cross utilize skills obtained from your military career. While we know the best ideas are usually imitated, it's important that you make **your resume your own**. The key to getting an interview is to target your resume every time you apply for a job. You must get the employers attention within 10-20 seconds by outlining what YOU can DO for THEM. Go to [link.jwu.edu](http://link.jwu.edu) > jobs & internships > build your resume for additional resume examples, a guidebook, and even a resume creator.

Visit a Career Advisor in Experiential Education & Career Services for assistance and a resume critique.

### Resume Example Sources:

Alan Penny. Retired Chief Petty Officer, US Coast Guard  
<http://www.mynextmove.org/vets/find/military>

Program, U.S. Department of Labor- Transition Assistance (2007). *Create an Effective Resume*. Veterans' Employment and Training Service.

Real Warriors, Real Battles, Real Strength. (2012, August). Retrieved April 15, 2013, from Translating Military Experience to Civilian Employment:  
<http://www.realwarriors.net/veterans/treatment/civilianresume.php>



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## Your Name

Providence, RI ▪ 401-555-5555 ▪ yourname@jwu.edu ▪ www.linkedin.com/in/fnameIname

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**PROFESSIONAL PROFILE:** Motivated U.S. Military Veteran with proven transferable skills in leadership and operations management seeking an opportunity to apply criminal justice education toward a rewarding internship program at a police station.

### HIGHLIGHTS OF QUALIFICATIONS

- Possess initiative, adaptability and drive to meet new challenges
- Bilingual: Fluent in English and Spanish, Conversant in Thai
- Possess over 9 years in leading, training and mentoring teams

### WORK EXPERIENCE

United States Army City, ST

**Operations Management** mm/yyyy – Present

- Oversee facilities including housing, maintenance, food service, office space and grounds
- Provide training, discipline, morale building to 500 assigned personnel
- Coordinate and directed inventory analysis of 3 warehouses improving capacity and safety
- Train 18 personnel on how to effectively use an inventory bar code system
- Collaborate with an 8-man team to write base policy and procedures for inventory storage
- Motivate personnel to achieve goals, meet project deadlines and work within budget

United States Army City, ST

**Division Leader** mm/yyyy – mm/yyyy

- Managed a team of 15 including training and operational assignments for worldwide deployment to locations in Sri Lanka and Thailand
- Convened and led meetings; compiled and distributed meeting agendas and minutes
- Planned, distributed and managed resources and assets for Tsunami affected region of Thailand totaling over \$750,000 dollars

### EDUCATION

Johnson & Wales University, Providence, RI

**Bachelor of Science, Criminal Justice** Candidate, mm/yyyy

**Concentration: Psychology, GPA 3.5/4.0**

### CERTIFICATIONS

Primary Leadership, U.S. Army yyyy

First Responder yyyy

### EXTRA-CURRICULAR ACTIVITIES

Johnson & Wales Student Veteran Committee yyyy – yyyy

- Worked with faculty, and university administrators to help create a designated space for Veterans on campus
- Assisted team members by distributing 2,000 yellow ribbons to demonstrate support

### AWARDS

- Joint Commendation Medal mm/yyyy

## Your Name

555.555.5555 | youremailaddress@xxx.com | www.linkedin.com/in/fnameiname

### EDUCATION

Johnson & Wales University

**Bachelor of Science, Food & Beverage Entrepreneurship**

**Associate in Science, Culinary Arts**

GPA: 3.8/4.0

City, ST

Candidate, mm/yyyy

Degree, mm/yyyy

### SUMMARY OF QUALIFICATIONS

- Possess over 7 years' experience in operations
- Excellent analytic ability
- Works well independently and as a member of a team
- Bilingual: Fluent in English and Spanish

### CULINARY SKILLS

- Knowledge of Front and Back of the House operations
- Experienced using industrial style kitchen equipment and rotated in a variety of stations
- Proficient knife skills
- Created mock restaurant concept for Menu Planning & Cost Control class including layout, design, capacity details, a full service contemporary American F&B Menu

### WORK EXPERIENCE

United States Air Force

**Industrial Engineer Technician**

- Designed, developed, tested, and evaluated integrated systems for managing industrial production processes
- Planned and established sequence of operations to fabricate and assemble parts or products and to promote efficient utilization
- Managed inventory control processes, logistics and material flow
- Estimated production costs, cost saving methods, and the effects of product design changes on expenditures for management review, action, and control

City, ST

mm/yyyy – mm/yyyy

United States Air Force

**Airport Operations Specialist**

- Ensured the safe takeoff and landing of commercial and military aircraft
- Coordinated operations between air-traffic control and maintenance personnel
- Utilized airfield landing and navigational aids
- Implemented airfield safety procedures; monitored and maintained flight records

City, ST

mm/yyyy – mm/yyyy

### CERTIFICATIONS & TRAINING

- Food Safety Managers Certification mm/yyyy
- ServSafe Alcohol Certification mm/yyyy
- AutoCAD Software Training mm/yyyy