

Resume Writing Strategies for Student Veterans

As a military 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 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 locate keywords to incorporate in 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 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
- 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 online or pick up a copy in the Division of Career Pathways
2. Obtain a copy of the Job Search Guide online or at the Division of Career Pathways
3. Get your resume reviewed during Drop-In Advising (Monday - Friday | 11AM - 3PM) at the Division of Career Pathways

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EDUCATION

Bachelor of Arts in Criminology, Law and Society

University of California, Irvine, expected June 2018

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

Associate of Arts in Sociology

Irvine Valley College, June 2016

GPA 3.8

EXPERIENCE

Student Assistant, Veteran Services Office, UCI, July 2016 - 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 2009 - May 2013

- 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 2016 - 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 2014 - June 2016

- 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