



7

STEP

**Military-to-Civilian
Career
Checklist**



**Your
Next
Mission
is Calling**

- 1 Gather**
- 2 Research**
- 3 Write**
- 4 Translate**
- 5 Network**
- 6 Train**
- 7 Smile**

1. Gather

Gather your performance reports from the last 15 years (EPR's, OER's, NCOER's, Fit Reps).

The best place to know where you're going is by knowing where you've been.

By compiling your performance reports into a digital or paper folder you can start developing a **results-based resume**. You will discover **quantifiable experience and accomplishments**. Your performance reports probably won't be 100% comprehensive, but it will help you get a good start to crafting a top-notch resume.

You shouldn't need performance reports past 15 years unless there is an accomplishment that is directly relevant to the job you are applying for.

Print off your performance reports and start highlighting. **HIGHLIGHT any sentence with a number.**



2. Research

Research the type of jobs you might be interested in and get to know the job search process. Even if you are over a year from retirement, it's smart to start checking the temperature of the job market.

Search what companies and positions are available in the potential locations you want to retire. Also, get to know civilian job titles and make a list of potential jobs you would be interested in.

For example, if you are in Supply Chain, you will search for title such as, Logistics Manager, and Purchasing Specialist, and Procurement Director.

Top 5 Job Search Websites:



3. Write

Writing your resume can be the most difficult step in the military-to-civilian transition, don't worry about crafting the top 1/3rd (Your Career Highlights) until the very end. **Start with your experience section.**

Write your military title and utilize the information you already gathered from your performance reports.

Make it easy on yourself and copy directly from your performance evals in the first draft. Translating that information will be the next step.

Create a master resume listing everything you've done in your career. Your master resume can be tailored depending on the position you apply for. Editing and cutting out information isn't always easy, sometimes you need a professional to help you decide what is **most significant and relevant.**

CAREER HIGHLIGHTS

COMPANY NAME | DATE START-DATE ENDED



Job Title

2014- 2016

- ❖ Manage \$___ annual operating budget, 200+ team members, and ___ properties including call centers, logistics, and administrative.
- ❖ Oversaw portfolio-wide facility transformation to integrated facilities management (IFM) model and document program status.



4. Translate

Translate military experience into civilian terminology. There is a significant amount of military jargon that **civilian recruiters and HR professionals won't understand** and certainly won't research.

Start by searching for acronyms and spell them out, a human being might know what the acronym stands for, but an applicant tracking system (ATS) won't.

ATS systems are used in 70% of large companies, and you want a resume writing professional on your side to teach you what keywords/phrases you need to beat an ATS system.

You can also check out my start list of translations for **common military jargon**. For example, instead of using the word, "Commanded," you would want to say, "Led, Directed, or Supervised."

Military titles would also need to be translated from O5/O6 to Chief Executive Officer, Chief Operating Officer, Program Director.



5. Network

Start networking and connecting with other veterans, friends, acquaintances, and make new connections with recruiters and HR professionals who are working for companies you are interested in.

Also, start following companies on LinkedIn who actively recruit and hire veterans including:

- **Amazon**
- **Deloitte**
- **DoD Contractors**
- **Department of Homeland Security (DHS)**
- **Immigration and Customs Enforcement**
- **Federal Bureau of Investigations (FBI)**
- **US Department of Veterans Affairs (VA)**
- **Union Pacific Railroad**
- **J.B. Hunt Transport Services, Inc.**
- **TriWest Healthcare**
- **Northrop Grumman**
- **Schneider National**
- **DynCorp International**

6. Train

Just like any military training we master skills through repetition and **train to perform in various conditions**, preparing for interviews is no different.

Getting to know the basic types of questions employers use to prepare for an interview and take away much of the anticipation.

The **most common interview questions** are situational/behavioral questions. Employers assume that past behavior will predict future behavior. These questions will often take the form of...

- **Tell me about a time when...**you had to meet a tight deadline?
- **Give me an example of...**a time when you had a conflict with a co-worker or peer?

**Learn How to Answer
The #1 Most Commonly
Asked Interview
Question**



7. Smile

One of the most common holdups I see when conducting a military-to-civilian LinkedIn profile optimization is the client doesn't have an appropriate headshot to use.

You don't need a professional head shot (although it will be higher quality) but you do need a picture **out of uniform**. You want civilians to see you in a more personable way. A uniform can be intimidating.

Be sure **to smile!** When you lack emotion in a photo it is read as an absence of emotional intelligence.

You want to appear friendly and approachable when seeking your next opportunity.



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