ACADEMIC & CAREER DEVELOPMENT CENTER

VETERAN CAREER RESOURCES

Veteran Resources

As a veteran, you are re-entering the work force with a variety of transferable skills that employers from various industries are seeking. This resource is designed to help you showcase your experience and navigate the transition to civilian careers. For additional assistance navigating the internship and job search process, schedule an appointment with an advisor in the Academic & Career Development Center.

Resume Tips

How to Translate Your Military Skills into Civilian Terms

During your service, you may have utilized a resume that was several pages long with detailed information about your classification and duties performed. Often the skills and talents you developed are highly sought after by civilian employers, but you need to make sure you're speaking the same language and keeping things concise.

Reframing Your Skills in Civilian Terms

Focus on describing your skills in a way that makes them clear to someone who is unfamiliar with military operations. Utilize a web military skills translator, such as military.com/veteran-jobs/skills-translator, to identify relevant transferable skills to help you in this process. Also, when compiling your resume, stay away from acronyms and abbreviations. Spell them out and describe them into layperson terms.

Example of Strengths Gained Through Military Service

Leadership / team leader / team player
Ability to work with diverse individuals
Meet deadlines / work under pressure
Ability to give and follow directions
Experience with systematic planning / organization
Familiar with records / personnel administration
Self-direction / initiative / flexibility / adaptability
Global outlook /client and service-oriented

Source: sjsu.edu/careercenter

Review and Reflect

Reflect on the following questions when you create your resume:

Would someone without a military background understand what this means?

Why is this important for a civilian employer to know?

What are the strengths and skills that I am trying to highlight?

Did I use military phrases, program titles, or acronyms? If yes – how can I reframe the wording to reflect civilian terms?

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PROFESSIONAL SUMMARY

- Military veteran and army reservist with a secret security clearance and seven years of proven experience in developing and managing human resources and assets in achieving exceptional work performance
- Recipient of multiple awards for outstanding performance and professionalism in the United States Marine Corps and United States Army Reserve component
- Career supported by multiple years of public service, including extensive military training with policy implementation, mechanical engineering, and aviation safety programs

PROFESSIONAL EXPERIENCE

University of Nebraska at Omaha, Office of Military and Veteran Services – Omaha, NE February 2014 – Present
Work Study

- Maintain daily operations of veteran department responsible for assisting military and veteran members as well as all aspects of customer service
- Provide clerical work to facilitate processing, verifying and maintaining personnel-related documentation, including: staffing, training, time cards, performance evaluations, and employee absences
- Address any and all veteran student issues regarding academic, logistic, and financial discrepancies

United States Army Reserves – Elkhorn, NE January 2014 – Present
Heavy Equipment and Tractor – Trailer Truck Operator

- Perform vehicle self-recovery and field expedients to include towing vehicles
- Responsible for correcting or reporting all vehicle deficiencies; support mechanics as necessary
- Operate vehicle component convoy transporting heavy materials to and from military bases and destinations
- Undergoing formal Army training to receive license for operation and use of heavy equipment transporters

United States Marine Corps – Various Locations Sep 2007 – Oct 2013
Helicopter Mechanic and Service Technician

- Performed daily preflight, post-flight, and turnaround inspections with team of three and assisted others in performing aircraft maintenance
- Assisted pilots in flight preparation and advised the pilots of material condition of aircraft
- Demonstrated knowledge of aircraft equipment and ensured that devices were in safe and ready condition
- Led junior team members in completion of assigned duties and activities, providing training as necessary
- Served as liaison between staff and ensured team was trained and projects were completed to standards

ADDITIONAL WORK EXPERIENCE

Best Buy – Papillion, NE Dec 2013 – Feb 2014
Sales Associate

- Assisted customers with evaluating merchandise, locating products and providing product information
- Planned, coordinated and managed unloading of inventory and merchandise onto a coordinated sales floor
- Analyzed multiple avenues of customer requests and questions for ensuring satisfaction and peace of mind, creating an environment for repeat business

EDUCATION

University of Nebraska at Omaha
B.S. in Criminology & Criminal Justice, Minor in Psychology Expected Graduation: May 2016

AWARDS

Marine Corps Good Conduct Medal	Sep 2010
NATO Medal- International Security Assistance Force, Afghanistan	Feb 2012, Mar 2010
Afghanistan Campaign Medal	Aug 2011, Sep 2009
National Defense Service Medal	Nov 2007

Job Search Resources

Job Preparation Resources

My Next Move
mynextmove.org/vets

Veterans ReEmployment
careeronestop.org/ReEmployment/veterans/default.aspx

VA for Vets Resume Building Guide
vaforvets.va.gov/docs/Resume_Building_Guide_01062012.pdf

G.I. Jobs
gijobs.com

MOS Code to Civilian Occupation Translator
taonline.com/jobsaurus

Job Search Websites

Military.com
military.com/veteran-jobs

Nebraska Dept of Labor- Veterans Services Resources
dol.nebraska.gov/center.cfm?PRICAT=4&SUBCAT=7Z0

Federal Government Job Search

USAJobs
usajobs.gov/Veterans

eBenefits
www.ebenefits.va.gov/ebenefits/jobs

Vet Jobs
vetjobs.com

UNO Career Connect
unomaha-csm.symplicity.com

Top Military-Friendly Companies in the US

The following companies made the G.I. Jobs 2015 Top 100 Military-Friendly Employers list and actively recruit at UNO. *Source: gijobs.com/employers*

BAE Systems
Deloitte
First Data
Hilton Worldwide
KPMG
Lockheed Martin
Northrop Grumman Corporation
Penske Truck Leasing Co.
Progressive Insurance
Prudential Financial
Sears Holdings Corporation
State Farm
Travelers
Union Pacific Railroad
US Bank
Verizon Communications Inc.
Walmart
Waste Management

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