

How to include Military Service on Your Resume

Now that you are in college you will need a resume that highlights your military experience and college accomplishments. The skills and abilities you acquired through your military experience need to be included and directed toward a civilian position. The following tips will help you create a resume that shows how your military experience and your newly acquired academic experience make you a great job applicant.

Create a Resume That Speaks to Employers' Needs

The purpose of your resume is to answer the employer's question, "What can this person do for me?"

Read the job description and identify what skills, abilities, and education the employer has defined as required to perform the job.

Any information that does not relate to the job should be eliminated or down-played, this includes any unrelated military awards, training and distinctions. For example, that medal you won for rifle marksmanship doesn't belong on a resume unless the job you are applying for requires gun use. As you decide which information to include, ask yourself, "Will a potential employer care about this experience?" Only include information that will show you can perform the job and helps you get an interview.

Your Military Service Should be Translated into Common Civilian Language

Job titles, duties, accomplishments, training and awards need to appeal to the employer. Employers with no exposure to the military will not understand the terminology and acronyms. Show your resume to several nonmilitary friends to see if there are any terms they do not understand.

Highlight Your Accomplishments

Being in the military has offered you excellent opportunities for training, practical experience and advancement. You will want to state these accomplishments on your resume as they represent your achievements.

Here's an example of a military accomplishment:

- Increased retention rate by 16 percent by focusing on training, team building and recognition programs. Earned reputation as one of the most progressive and innovative IT organizations in the Army's communications and IT department.

Here's an example of incorporating a military award so employers understand its value:

- Received Army Achievement Medal for completing 400+ medical evaluations and developing patient database using MS Access. The database improved reporting

functions and tracked patient demographics, records, medication, appointments and status.

Be Proud of Your Military Background

Your military experience is an asset and you should demonstrate on your resume what you have acquired through it. Many employers realize the value of bringing veterans on board. Personal attributes you obtain through the military include dedication, leadership, teamwork, positive work ethic and transferrable skills.

Do Not State the Details of Active Combat

Defending your country is most admirable, but you will not want to include the details of combat on your resume. Always think in terms of what the employer is looking for and refer to the job description for required skills and abilities.

Have Several People Review Your Resume

Developing a resume that works is an ongoing process. Before you submit your resume for application and/or if you are not receiving interviews, you can have your resume reviewed by Career Services. Resumes must be continually modified and tailored toward each job description.

Resources:

<http://www.militaryhire.com/>

<http://www.careerhelp.umn.edu/PDFs/Resume%20Writing%20for%20Veterans.pdf>

http://vaforvets.va.gov/veterans/resources/Documents/Resume_Building_Guide_01062012.pdf

<http://www.military.com/veteran-jobs/career-advice/military-transition/military-to-civilian-transition-resume-tips.html>

<http://www.careerbliss.com/advice/13-helpful-job-hunting-resources-for-unemployed-veterans/>