

Tips: Military to Civilian Employment



FindTheGoodLifeInNorthDakota.com

Cover Letter: This is the first chance to make a good first impression. It is an opportunity to link the resume with the job position and state your case on why you're qualified.

Use Good Form: The most basic format of a resume should include your contact information, a list of work experiences (include military positions), civilian and military education and/or certifications. Avoid fluff, as personal and professional stories can be shared at the interview.

De-militarize Your Resume: Speak civilian. As you analyze your skills, think about the specific things you did in terms of skills used to complete the task, rather than the task itself. Match them with more common civilian organizational areas. Examples: Supply chain = inventory management, USPFO = Pay and Finance

- Try to include technical skills, interpersonal skills, leadership skills and soft skills.

Military Training: For specialized training that is only related to the job, list the names and number of hours of the professional and technical training. For leadership training, see examples below.

- NCO Academy = Leadership or Management Training
- War College = Executive Leadership Training
- Basic Officers Course = Entry Level Leadership Course

Spell Out Acronyms: Utilize the civilian term or language for that particular job responsibility. Avoid military jargon, abbreviations and acronyms. Use civilian equivalent phrases and titles. Job recruiters will not take the time to translate into civilian terms and may not see you as qualified. See examples below.

- NCOIC = Supervisor, Manager, Coordinator
- O7 and above = President, Senior Director, Chairman
- O5-O6 = Chief Executive Officer, Chief Operating Officer, Program Director
- O4 = Senior Administrator, Department Head, Program Manager
- O1-O3 = Executive, Administrator, Manager, Project Officer
- WO1-WO5 = Director, Specialist, Facilitator, Technical Manager, Technical Specialist
- E7-E9 = Director, Supervisor, Operations Manager, Senior Advisor
- E4-E6 = Assistant Manager, Line Supervisor, Section Leader, Task Leader, Supervisor
- E1-E3 = Production Worker, Technician, Assistant, Team Member

Examples below indicate a military experiences writeup in a resume.

X BAD

ADOS ORDERS: JOINT FORCES HEADQUARTERS Human Resources Specialist - AGR Office

- Processed PMP Packets
- Wrote and validated Memorandums for records
- Assisted in streamlining AGR application forms
- Verified accuracy of all AGR personnel folders
- Utilized iPERMS RCAS and SIBX Systems
- Selection Mail Clerk

✓ GOOD

Human Resources Specialist North Dakota National Guard

- Processed job applicant and special project packets
- Maintained employee records
- Produced correspondence
- Utilized military administrative record databases and web based programs
- Appointed as office mail clerk

How to Find a Job in North Dakota

1. Create and de-militarize your resume

- See "Tips: Military to Civilian Employment"
- Ask someone from the civilian sector to review your resume

2. Register with Job Service North Dakota, www.JobsND.com

- Upload resume to job service profile
- Contact a Veterans Representative at Job Service North Dakota
- Job Service North Dakota
1601 E Century Ave
Bismarck, ND 58506-5507
Phone: 701-328-2825
Website: www.JobsND.com/office-locations

3. Begin the job search

- Find job advertisements: ExperienceND.com and JobsND.com
- Attend job fairs: WorkND.com

4. Apply to positions

5. Follow up with contact

Resources:

- ExperienceND.com; Experience North Dakota—Live, Work, Play
- ONetOnline.org; Military skill translator
- Military.com/veteran-jobs/skills-translator; Military skill translator
- www.Cool.Army.mil; Certification information—military to civilian
- ND.gov/veterans; North Dakota Department of Veterans Affairs
- MilitaryOneSource.mil/seco; Spouse Education & Career Opportunities
- North Dakota Family Assistance Centers: For 24-hour assistance call 1-800-242-4940

Bismarck
1850 E Bismarck Expressway
M-F 8 am-5 pm

Fargo
2219 12th St N Suite B
M-F 8 am-5 pm

Grand Forks
1501 48th St S
M-F 8 am-4:30 pm

Devils Lake (Camp Grafton)
4417 Hwy 20 Building 6400
M-F 8:30 am-5 pm

Minot
3420 2nd St NE
M-F 8:30 am-5 pm

