

## JSOM Career Management Center Vet Friendly Resume Writing Guidelines

The JSOM Career Management Center has established the following resume writing requirements to ensure students have a professional and compelling resume that meets employer expectations. A resume connects your education, experiences, and skills to the employer and the job/internship. An effective resume results in an invitation to interview; therefore, your content be relevant and targeted to each application. As a Veteran, you need to communicate your military experiences to a civilian audience by removing military jargon and translating it into civilian terms. It does not matter how qualified you are if your audience cannot understand your resume.

### GETTING STARTED

The following steps can help to de-militarize your resume.

#### STEP 1: Identify Your Skills

- Inventory the skills you used during your service. Regardless of your role, sharpshooter in the Army, diver in the Navy, or another profession in the military, there are marketable skills you developed in your career that apply to the civilian workplace.
  - Instead of writing about the function you carried out, identify the core value, skill or expertise you brought to the table. For example, a sniper team leader would have led a small team to gather information on high priority targets. This type of role has minimal room for failure in high-pressure situations.
  - Some core values, skills and/or expertise displayed above are leadership, ability to carry out work with minimal supervision, attention to detail, ability to delegate tasks and ability to work under strict deadlines.

#### Step 2: Give the Full Picture of Your Experience

Be sure to include examples of the following types of skills:

- **Technical Skills:** Military careers such as a telecommunication technician, financial management technician, mechanic or health care specialist all have closely related civilian careers. The technical skills you developed in your military career should be included in your resume.
- **Interpersonal Skills:** Working in the military requires working with a variety of personalities, from high-ranking officers to unit commanders, teammates and subordinates. Often, service members must master the art of interacting with supervisors, peers and subordinates to complete a task. Interpersonal skills are valued in the civilian workplace and when detailed in your resume reflect your ability to work with many different kinds of colleagues to get the job done.
- **Leadership Skills:** Any leadership experience or training that you acquired in the military is also highly valued by civilian employers. Overseeing subcontractors is a leadership skill that is valued and used as a civilian as well.

### Step 3: Use Resources for Veterans in Transition

- Match your military skills and experience to civilian positions.
- Obtain and review your Verification of Military Experience and Training (VMET) document, DD 2586, which lists your military job experience and training history, recommended college credit information and civilian equivalent job titles.
- Convert the information found in your VMET document into easily readable civilian friendly terms.

### Step 4: Excel in the Civilian Workplace

After you have translated your military experience and secured a job in the civilian workplace, it is up to you to do the best job you can in your new career. It is important to remember that the military system is based on seniority and rank, but career advancement in the civilian workplace is a matter of excelling in areas that propel the success of the organization. To ensure your success, it is important for you as a former service member to pay attention to three key differences that exist between civilian and military environments:

- **Communication style** – Former military personnel can be formal, direct and to the point while civilian communication styles are slightly different and may be more informal or conversational. Try to be sensitive to the communication styles of your civilian coworkers and remember to be patient, accept challenges with a positive mindset and always be willing to adjust.
- **Efficiency** – The U.S. military has a top-down system for making decisions, while many private and public companies have organizational processes that involve more people and may take more time. Be patient, and understand that although taking direct orders from the top works well in the military, civilian organizations often benefit from having multiple stakeholders contribute to the decision making process.
- **Flexibility** – Many companies today offer flexible hours, schedules and work locations. While the military benefits from having a rigid structure for service members to operate within, the corporate workplace can benefit by allowing its employees to have a flexible work-life balance.

Although the current job market is very challenging, it is important to stay positive and use the psychological resilience skills you learned during your military career to help you cope with the stress often experienced with job searching.

### FORMATTING GUIDELINES

- Formatting: JSOM students are required to utilize the JSOM template. Calibri font size of 11 or 12 with minimum 0.6" margin required. No lines on the page. Reverse chronological order within each section.
- Length: a one-page resume is required for access to hireJSOM. Professional MBA and Executive MBA students may utilize a fully developed 2-page resume if they have substantial relevant experience

- Content: compelling bullet points with action verbs, accomplishment statements and metrics
- Proofread: formatting and organization consistency and appropriate spelling and grammar

### **QUICK TIPS**

- Translate military jargon into civilian terms ○ Assume your audience knows nothing about military experience ○ Military Platoon Leader, Section Leader = Front Line Supervisor
- Highlight most relevant skills and accomplishments. Used most often when changing careers
- Remove any acronyms and awards that may not be self-explanatory or relevant ○ instead explain to your audience what you learnt and how it is pertinent to the position

### **SECTION HEADINGS**

#### **Heading/Contact Information (required)**

- Include name and contact information (phone and email). A mailing address is not required.
- Utilize professional voicemail and email address for business correspondence.
- Include a customized LinkedIn URL.

#### **Education (required)**

- Education should be the first section for the majority of undergraduate and graduate students. □ Your UT Dallas degree information (major, minor/concentration and expected graduation date)
- Include overall or Major GPA if over 3.0 and academic honors, study abroad or fellowships
- Only include college degrees earned; only first-year undergraduates should include high school

#### **Academic Projects (optional but recommended)**

- Required if you have not completed an internship or FT position within your career field of interest
- List course name and dates in month format versus semester
- Utilize bullet points with action verbs that focus on the intellectual output of the course (theories, projects, presentations, and/or papers)
- Formatting should mirror the experience section

### **Experience Section and Tips for Writing Compelling Bullet Points (required)**

- Write 3-5 compelling bullet points for each experience that are focused, measurable and memorable
- Employers often use applicant tracking systems; therefore, include a variety of industry-specific action verbs from the CMC action verb list
- Quantify information with metrics that demonstrate your achievements and contributions
- A strong bullet point incorporates accomplishment statements; frameworks include STAR- situation/task, action and result; SOAR- action statement, occurrence, amount and result
- Example: Delegated responsibilities to a team of 12+ based on overall unit strategy resulting in a coordinated job
- Example: Designed and delivered targeted training, based on observed deficiencies, to 300+ emergency responders resulting in increased effectiveness of the front line training

### **Professional and Student Organizations, Competitions and Leadership (optional but recommended)**

- Examples are business and case competitions, professional memberships, conferences, and trainings
- Include organization name, membership dates and describe leadership roles

### **Additional Information, Technical Skills, and Work Authorization (required)**

- Best to include relevant and technical skills within the experience descriptions
- Focus on skills identified within the job and internship posting
- Language skills are an asset but qualify your fluency (conversational, intermediate, or advanced) □  
Military Clearances
- Include your eligibility to work in the U.S. ○ Eligible: Eligible to work in the U.S. with no restrictions

## HOW to STRENGTHEN an ACTION STATEMENT

A minimal guideline is to include at least one accomplishment for every position you have held. The accomplishment statement(s) should demonstrate the most important aspects of your job and relate directly to your job objective.

We have demonstrated several quality levels of action statements. While we recommend striving for the “best” action statement, a “better” statement is acceptable in some cases. Levels of Action Statements are as follows:

**WEAK**            **“I evaluated personnel”**



**FAIR**            **“Evaluated personnel requirements and recommended assignments”**



**BETTER**            **“Evaluated personnel requirement annually and recommended assignments to increase performance”**



**BEST**            **“Evaluated personnel requirements annually and recommended assignments for 100 workers in the organization increasing performance by 25%”**

## Military to Civilian Thesaurus

### Instead of:

### Consider:

Senior Field Grade Officer (O5 – O7)	Chief Executive Officer(CEO), Director Chief Operating Officer(COO), Deputy Chief Administrator
Field Grade Officer (O4)	Executive Officer, Deputy Director, Assistant to the Director, Operations Manager
Company Grade Officer Team (O1 – O3)	Operation Officer, Program Administrator, Supervisor
Commander	Senior Personnel, Program Manager
Warrant Officer	Senior Technical, Technical Advisor, Chief
Senior NCO (E7 – E9)	Technical Advisor, Division Supervisor
First Sergeant Manager	Group Supervisor, Senior Advisor
NCOIC	Supervisor, Senior Technician, Section Chief
First Sergeant	Operations Manager, Supervisor, Foreman
NCO (E5 – E6)	Manager, Foreman, Technical Supervisor
Platoon Sergeant	First Line Supervisor, Training Instructor
Enlisted Soldier Assistant Crew (E1 – E3)	Assembler, Specialist, Team Member
Personnel Specialist	Administrative Clerk, Personnel Records Clerk
Team / Squad Leader	Team Supervisor, Trainer
Inspector	Examiner, Troubleshooter, Inspector, Reviewer
Leader	Manager, Supervisor, Executive, Management, Trainer, official, Conduct, Chief, Guide, Director
31 January 2017	January 31, 2017
Admin NCO	Administrative Officer, Administrator, Personnel Manager
Assigned	Employed, worked, responsible for, attached
BN, BDE, HHD, CO, and Garrison	Unit, Organization, staff section, agency
Chain of Command	Executive level, management, upper-level management
Combat	Conflict, emergency situations, crisis intervention

Combat Training	Survival skills, emergency training/instruction
Commander	Head of, Director, Executive, Officer, Commander
Company	Unit, Organization,
Correspondence Course	Course, extension course, distance learning
Deactivation	Closure, Terminated operations
Deployed	Temporarily assigned
Field Exercises	Dispersed operations, training
Master Fitness Trainer	Physical fitness instructor, fitness trainer
Mission Mission	Function, task, obligations, objectives, requirements, priorities, initiatives, operations
OJT	On-the-job-training, hands-on experience
PMCS	Preventive maintenance
Security Clearance	Security access authorization
Sensitive	Confidential
SIDPERS	Automated personnel strength accounting system
Soldiers	Personnel, individuals, people, positions, elements, staff, clients, employees, members
Subordinates	Personnel, people, staff, employees
Superior	Supervisor, management, executive management
Suspense Date	Deadline
TDY	Temporary responsibility, visiting consultant, business trip, detailed official visits
Training	Trainer, instructor, teacher, program, instruction, training development
Troops	Personnel, passengers, individuals, people, positions, cadre, staff, clients, employees
Units	Supported organizations, subordinate elements, clients

## Translating Military School into Civilian Language

Military School	Civilian Translation
War College	Executive Military Leadership School
Command and Staff College	Senior Military Leadership School
Combined Arms Staff College	Officer Leadership School
Officer Advanced Course	Advanced Officer Leadership School
Basic Officers Course	Entry Level Officer Leadership Course
Advanced Non Commissioned Officers Course (ANOC)	Advanced Leadership and Management Development Course
Basic Non Commissioned Officers Course (BNOC)	Leadership and Management Development Course
Primary Leadership Development Course (PLDC)	Introductory Leader Development Course
Advanced Individual Training (AIT)	Advanced Skill Training
Basic Training	Introductory Military Training



SOURCE: Adapted from Carl S. Savino, Major, USAR (Ret.), and Ronald L. Krannich, Ph.D., [Military-to-Civilian Resumes and Letters](#) (Impact Publications) pages 84-85. Copyright 2007. All rights reserved.

## Military Experience

### Leadership

- Produced basically trained, disciplined, motivated and physically fit soldiers by preparing 10+ soldiers resulting in 0 training incidences and 100% participants retention
- Prioritized workload and assignment duties, often with a very short notice
- Conducted monthly job performance, goal setting, and career development counseling for a team of 10+ resulting in consistently meeting organization's goals
- Improved telecommunication between 45 units by strategically dispatching personnel to remote areas while preventing communication interruptions

### Physical Fitness

- Led team in physical fitness training and long and short distance runs
- Achieved master fitness level by scoring 289 out of 300 points on physical fitness tests

### Security / Safety

- Effectively designed and delivered targeted training, based on observed deficiencies, to 300+ emergency responders resulting in increased effectiveness of front line training
- Coordinated company meeting, building inspections, and personnel accountability of 150+ members
- Improved guest experience by providing a flawless transition and reducing waiting time
- Supervised building security and restricted access only to authorized personnel resulting in 0% security breach
- Coordinated fire drills, building inspection, and escaped routes in three-story 300 room residence hall resulting in 100% fire inspections passing rate

### Hazmat

- Completed 80 – hour chemical and hazardous material (NBC) management course
- Handled and stored hazardous material in compliance with local, state, and federal regulations and standards

## Transportation

- Maintained 100% accident-free record during a three year driving period while transporting sensitive and hazardous material in compliance with local regulations

## Job Description Phrases

### Junior Enlisted – Team / Squad Leader

- Diagnosed problems, performed maintenance and repairs following detailed procedures in technical manuals and publications
- Received directions from supervisors and followed instructions to meet organizational goals
- Worked as a team member to complete requirements
- Operated heavy equipment and vehicle in all types of terrain and weather conditions
- Maintained full accountability for high value items, equipment and supplies

### Mid – Range Enlisted – Team / Squad Leader, Tank Commander

- Delegated responsibilities to a team of 12+ based on overall unit strategy resulting in a coordinated job accomplishment
- Evaluated job performance and completed evaluations report for a team of 16+ members
- Acted as labor relations advisor to organization managers enhancing the coordination within departments resulting in an increase productivity of 4%

### Senior Enlisted – 1<sup>st</sup> Sergeant, Sergeant Major, and Project Manager

- Developed individualized training for 10+ different departments in order to meet organization's goal
- Shared responsibilities for employee relations for an organization of 200 + workers
- Set policy and determined procedures to ensure junior and mid – level leadership personnel were trained to industry standards
- Prepared conferences to advise senior – level personnel on innovated methods to improve logistic and supply strategies
- Represented organization in multiple international events with the objective of building rapport with potential customers

Review this guide and utilize JSOM Vet Friendly CMC resume template to develop a concise and focused document that best describes your strengths and accomplishments. Next, visit your HireJSOM account to register for a Career Management Center resume writing workshop or [bcc.utdallas.edu](http://bcc.utdallas.edu) to register for a Business Communication Center resume workshop.

**CAREER MANAGEMENT CENTER**

[Jindal.utdallas.edu/career](http://Jindal.utdallas.edu/career)

972.883.6916

*Don't settle on a job – Launch a CAREER!*

## JSOM VET FRIENDLY RESUME TEMPLATE (remove prior to using)

### JANE DOE

Dallas, TX; 972.972.972; jane.doe@utdallas.edu

<http://www.linkedin.com/public/janedoe>

#### EDUCATION

##### The University of Texas at Dallas

*B.S., Business Administration; Minor in Finance*

May 2024

**GPA 4.0**

#### EXPERIENCE

##### U.S. Army

###### *Platoon Sergeant*

September 2018 – December 2019

- Directed employee activities to achieve and maintain a highly productive workforce
- Provided recommendations to manager following research on matters including discipline, reassignment, promotion and incentive awards
- Developed 7 special training programs to meet unique needs and/or resolve problems; evaluated instruction and performance outcomes
- Evaluated personnel requirements annually and recommended assignments of 50 workers in the organization increasing performance by 25%
- Set policy and determined procedures resulting in the training of junior and mid-level leadership to meet implementation schedules

###### *Squad Leader*

June 2015 – August 2018

- Planned and implemented 50 annual training and operational activities to ensure a productive work environment
- Evaluated job performance, completed evaluation reports, and set standards for 75 workers
- Provided guidance to workers to understand responsibilities, identified problem areas, and outlined corrective actions □ Delegated work responsibilities to 10 employees and acted as labor relations advisor to organization manager

###### *Squad Member*

April 2013 – May 2015

- Diagnosed problems and performed minor maintenance and repairs on 100+ vehicles following detailed procedures in technical manuals and publications
- Maintained full accountability for equipment and supplies totaling \$1MM
- Aided 12 team members understand and identify electrical and mechanical problems resulting in the recommendation for specialized repair services

#### ACADEMIC PROJECT

##### Business Communication

January 2021 – March 2021

- Developed a 10-page proposal about employee training and conflict resolution policies
- Designed 30-minute interactive Prezi presentation to educate 50 students about employee mediation

#### LEADERSHIP EXPERIENCE

##### UT Dallas Naveen Jindal School of Management Dean's Council

September 2020 – Present

- Initiated a strategic plan to increase student awareness and utilization of campus recycling by 100%
- Established the council's website and implemented a social media campaign which increased student usage by 50%

#### ADDITIONAL INFORMATION

*Technical:* MS Office, STATA, InDesign, HootSuite, Pinterest, Drupal, Blogger, and Prezi

*Languages:* Advanced Spanish and Conversational Japanese

*Security Clearance:* TOP SECRET

*Eligibility:* Eligible to work in the U.S. with no restrictions