

Leveraging Your Skills For Transition

(Part 1 of 3, Veterans Transitioning to the Workforce)

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Your Service

Every single military occupational specialty, or MOS provides you with many different skills which may be obvious (UAV operator for example), or they may not be. The military gives you an abundance of managerial, organizational and logistical experience. Below we will explore how to take these hard earned skills into the civilian world.

Hard Skills

Hard skills are ones that you have learned and can be measured, an example is math.

MOS Dependent

The way to find these skills for your job is to look at what your daily tasks consisted of, here are some examples:

Supply Clerk: accountability and maintenance of equipment, logistical and planning experience for # Soldiers resulting in # trained Soldiers. Used excel to track inventory and orders.

Infantryman: Worked as a member of a fire team in stressful environments, using communication to be certified # in the unit. Maintained vehicles, technical skill. Technical skills also involve first aid, tasks with radios, weapons.

Human Resources: Managed, stored, and updated files for # Soldiers while in direct communication with the Command Sergeant Major (CEO) and ensuring all annual training is completed.

Soft Skills

Soft skills are skills that are more personal, such as communication, and teamwork. These skills are developed in the military much faster than anywhere else, thanks to a very soft skill intensive process called Basic Training. These are some of the soft skills that attract employers to veterans: communication, planning, flexibility, problem solving, reliability, teamwork, integrity, leadership, management, and organization.

Writing the Resume

Part 2 of this 3 part series will explore writing a resume, some things to remember:

- Write down the skills you think of, identify the 6-8 most relevant to the job you are applying to and use them.
- Translate your military bullets into things you could have understood before joining, for example (replace # with your number):

Instead of: Was the weapons squad leader for 9 months....

Use: Managed # Soldiers, using my observations to serve as the senior advisor to higher level management in critical situations.

Instead of: Was the company armorer

Use: Managed \$# in equipment for # soldiers, ensuring accurate tracking of sensitive equipment, with \$0 in total losses and damage. Coordinated to provide equipment for # training events for a total of # soldiers trained.



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