

Translating Military Experience into a Civilian Resume

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1. Federal Hiring Veterans Preference Resources

- Veterans Hiring authorities - VRA, 30% Disabled, VEOA, Schedule A, Pathways
<https://www.fedshirevets.gov/job-seekers/special-hiring-authorities/#content>
- Application for 10-Point Preference (SF15): https://www.opm.gov/forms/pdf_fill/sf15.pdf
- A Review of Veterans Preference in Federal Government Hiring (04/20/16) - <https://www.opm.gov/news/testimony/114th-congress/a-review-of-veterans-preference-in-federal-government-hiring.pdf>
- Vet Guide: <https://www.opm.gov/policy-data-oversight/veterans-services/vet-guide-for-hr-professionals/>

2. Examples of Experience, Knowledge, Skills, and Abilities Database for your Occupation (O*NET)

The O*NET Program created by the U.S. Department of Labor is the nation's primary source of occupational information. Central to the project is the O*NET database, containing hundreds of standardized and occupation-specific descriptors on almost 1,000 occupations covering the entire U.S. economy.

1. Visit <https://www.onetonline.org/>
2. In the Occupation Quick Search Box, type the name of the position you want to obtain.



O*NET OnLine

Occupation Quick Search:

[Help](#)

[Find Occupations](#)

[Advanced Search](#)

[Crosswalks](#)

[Share](#)

[O*NET Sites](#)

3. Military Terminology Translation Tools

- O-Net Online: <https://www.onetonline.org/crosswalk/MOC?s=&g=Go>
- Military.com Terminology Translator: This site can help translate skills <https://www.military.com/veteran-jobs/skills-translator>.
 - Although it's a job search site, it translates your skills and training.
 - You will end up on a page below. Click on the sections I circled in red below. If you add your subspecialties and Training/Schools, it will translate it to civilian terminology as well.

military.com BENEFITS NEWS VETERAN JOBS MILITARY LIFE VIDEOS DISCOUNTS

[View Skills Profile](#)

Service
Army

Military Job Title
11B Infantryman (Army - Enlisted)

Keyword
Enter Keyword

Location
Enter city, state, or zip

Subspecialties
[Add/Edit Subspecialties](#)

Trainings & Schools
[Add/Edit Training](#)

Civilian Skills(?)
Advanced First Aid
Automotive/Mobile Equipment Preventative Maintenance
Driving/Maneuvering Skills
Equipment Safety Feature Design
Firearm Handling and Maintenance
Mechanical Equipment/System Installation/Repair
Skill with Hand Tools or Power Tools

5432 Equivalent Civilian Jobs

Driver - Food Service/Vending Product De
Permit Required
Pepsi Beverages Company Wichita, KS

CORRECTIONS TECH
Goodwill Suncoast Saint Petersburg, FL, 33701

Training Administrator (administrative, cc
GP Strategies Corporation Davidson, NC, 28033

POLICE OFFICER
Town of Bedford Bedford, NH, 03110

Training Coordinator
Randstad Austin, TX, 78758

Senior Manager of Attorney Professional
Beacon Hill Staffing Group, LLC Chicago, IL

Training Specialist
Port Authority of Allegheny County Pittsburgh, PA

C/W-Training Specialist III - Professional
American CyberSystems, Inc. Charlotte, NC, 28201

Corporate Safety Trainer
Ram Tool Construction Supply Co. Birmingham, AL

Training Development Lead, Associate Di
Pfizer Collegeville, PA

4. Common Translated Military Job Titles and Terms

Job Titles	General Terms
<ul style="list-style-type: none">• Commander = Director or Senior Manager• Executive Officer = Deputy Director• Field Grade Officer = Executive or Manager• Company Grade Officer = Operations Manager or Section Manager• Warrant Officer = Technical Specialist or Department Manager• Senior NCOs = First-Line Supervisor• Infantry = Security Force• First Sergeant = Personnel Manager• Squad Leader = Team Leader or Team Chief• Supply Sergeant = Supply Manager or Logistics Manager• Operations NCO = Operations Supervisor• Squad Leader = Team Lead	<ul style="list-style-type: none">• AI= additionally skilled in• combat = hazardous conditions• company = company, department or section• medal = award• military personnel office = human resources• mission = task/function/objective• military occupation specialty/classification = career specialty• squad/platoon = team or section• reconnaissance = data collection and analysis• regulations= policy or guidelines• security clearance= security clearance• service members = employees• subordinates = employees• TAD/TDY = business trip

Monster.com Free Military Resume Review: https://www.monster.com/resumes/post-resume2?wt.mc_n=NATIVE_MIL_US_EN_MSTART_RISE_T1rel=%22nofollow%22%20target=%22_blank%22