

# RESUME WRITING FOR VETERANS



CAREER SERVICES – UW1-160 – STUDENT SUCCESS CENTER  
(425) 352-3706 | CAREER@UW.EDU | WWW.UWB.EDU/CAREERS

# OVERVIEW



- Purpose of a Resume
- Types of Resumes
- Resume Format & Content
- Translating Military Experience
- Resume Critique

# PURPOSE



- The purpose of a resume is to get an interview
  - Be interesting; make whoever reads your resume view you as valuable to their cause
- A resume is a marketing piece
  - Highlight your strong points
    - Education
    - Professional or Relevant experience
    - Skills & Accomplishments
- Customize each resume to the job for which you are applying
- Read the job descriptions carefully to insert keywords & identify the skills they are targeting (try [www.tagcrowd.com](http://www.tagcrowd.com))
- Know your audience – use industry specific terminology

# TYPES OF RESUMES



- Chronological Resume

- Presents your education and work experience in a straightforward, reverse chronological order.
- If the majority of your work experience is related to your slated job objective, the chronological style can be effective.

- Functional Resume

- Concentrates on skills that you have used that relate to your stated objective
- Effective if your work experience has not been closely related to your job objective, or if you are changing careers, or seeking promotion.
- Elaborate on skills necessary to perform the desired job

- Combination Resume

- Uses elements of both styles (chronological/functional)
- Official position titles may be given functional titles describing skills utilized on the job.
- Format works if your position titles do not accurately reflect your job responsibilities

# RESUME FORMAT



- First impressions are important
- Use professional consistent styles, punctuation and fonts
- Resume “real estate” and page layout -centering/lining up parts of the resume
- Utilize bullets in order of importance
- 1 –2 pages at most

# RESUME COMPONENTS



## ■ Name & Contact Information

- Email & phone number are important, address optional
- Contact information can go all on one line to save space
- Use a professional looking email  
(i.e. not [door\\_kicker6@hotmail.com](mailto:door_kicker6@hotmail.com) )

## ■ If you include an Objective:

- List the position you're applying for and the company or organization
- List important, valuable attributes that you bring to the job
- Keep in mind the employers perspective
- Objectives are concise, usually one sentence, two at most

# RESUME COMPONENTS



## ■ Summary of Qualifications

- Highlight skills specific to the job description
- Measurable experience that prepares you for job
- Can be in list form (more common) or a short paragraph
- List skills that are transferable from job to job and highlight flexibility
- Try not to use skills that everybody has, or that are generally expected (ex: Hard worker, proficiency in Microsoft Word, motivated self starter)

# RESUME COMPONENTS



## ■ Education

- Major and expected graduation date
- Military Leadership schools
- Relevant military and civilian certifications
- Relevant military and civilian coursework and projects
- GPA if above 3.5 or required by employer



# RESUME COMPONENTS



## ■ Relevant (Work) Experience

- Translate military position to civilian equivalent
  - [Military Skills Translator](#)
  - Avoid listing all job duties, think big picture
- Internships, volunteer, or professional experience applicable to this position
  - Be specific; “worked at a hotel” doesn’t tell anyone anything useful
  - Use [action verbs](#)
  - Quantify wherever possible;
    - Number of subordinates
    - Value of equipment (in \$) under your charge
    - Dollars saved, obtained, sales completed
    - % of improved efficiency

# TRANSLATING MILITARY EXPERIENCE

- **Military title to civilian equivalent**
  - Navy Boatswain's Mate = Vessel Maintenance Crew
  - Supply Sergeant = Logistics Manager
  - Radio Operator = Telecommunications Specialist
- **Military Duties to civilianized language**
  - Air Assault Operations = Transferred personnel and equipment via helicopter
  - Weapons Qualification = Mentored subordinates to qualify expert on assigned weapons
  - Sick-Call Medic = Prepared general – visit patients & records for medical assessments

# RESUME RESOURCES



- Veteran Specific
  - [Veteran Resume](#)
  - [Veteran Career Counseling Services Resumes](#)
- Additional Resources
  - [UW Bothell Career Services Veteran Resources](#)
  - [Resume Guidelines for Veterans](#)
  - [Military.com Veterans Jobs](#)

# QUESTIONS?

