

For Veterans: Speak Civilian. Lead With Impact.

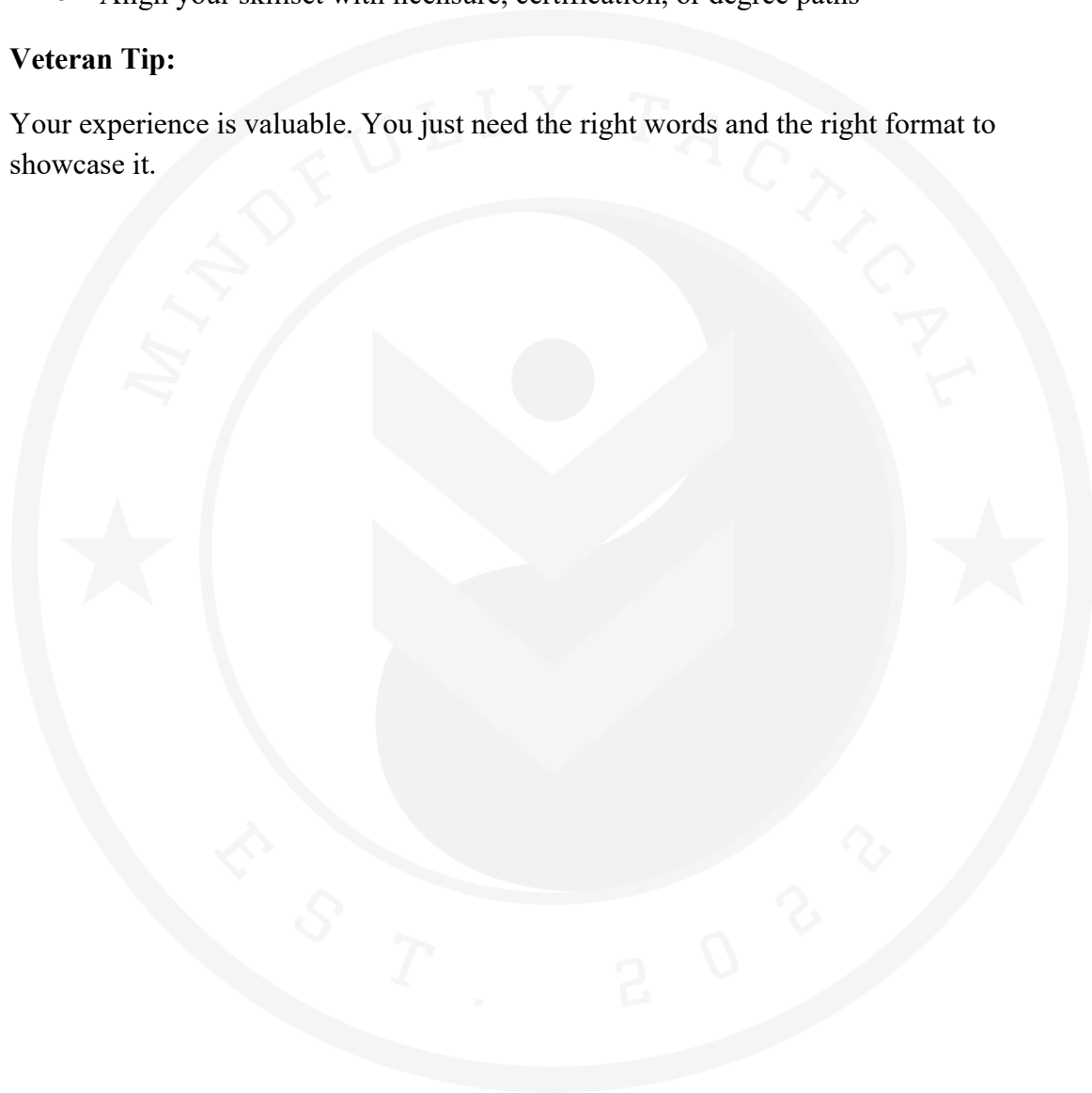
You've already done the work; now it's time to make it count on paper and in interviews. This section equips you with the language, formatting, and tools to convert service experience into opportunity.

What you'll do in this section:

- Translate your MOS/AFSC to civilian job descriptions
- Craft a powerful resume that reflects leadership, responsibility, and mission execution
- Prepare a professional narrative that connects your service to your goals
- Align your skillset with licensure, certification, or degree paths

Veteran Tip:

Your experience is valuable. You just need the right words and the right format to showcase it.



Skill Translation Worksheet

Use this worksheet to help translate your military experience into language that aligns with civilian jobs, certifications, and education programs.

Basic Information

Name: _____

Branch of Service: _____

MOS/AFSC/Rating: _____

Military Duties and Responsibilities

List your core responsibilities, tasks, and missions while serving in your MOS or role.

Transferable Skills

Convert each military duty into a civilian-friendly description. Use action verbs and avoid acronyms.

Example: Led a squad of 10 → Supervised and trained a 10-member team in high-pressure environments.

Matching Civilian Job Titles

Use tools like My Next Move for Veterans or O*NET Online to find equivalent roles.

Job Title 1: _____

Job Title 2: _____

Job Title 3: _____

Resume Summary Paragraph (Draft)

Write 3–4 sentences summarizing your experience, strengths, and career interests in civilian terms.

Certifications or Education Needed

What credentials or degrees align with your translated skills?

1.

2.

3.

4.
