

V.E.T.S. Toolkit: Resume & Career Transition Guide for Veterans

Section 1: Introduction

Transitioning from military service to a civilian career is a mission that requires clarity, structure, and the ability to communicate your value. This guide provides veterans with practical strategies to craft compelling resumes, write tailored cover letters, prepare for interviews, and navigate the civilian job market with confidence. Each section is designed to help you translate your military experience into a professional narrative that resonates with civilian employers.

Section 2: Understanding the Civilian Job Market

Civilian employers value many attributes veterans possess—discipline, leadership, teamwork, and technical proficiency—but may not understand military terminology. It is essential to research industries and roles that align with your strengths and interests. Use job boards, company websites, and career mapping tools to identify relevant roles. Pay close attention to keywords in job descriptions and tailor your resume and cover letter accordingly.

Section 3: Translating Military Experience

Avoid using military jargon and acronyms. Instead, describe your roles and responsibilities using civilian terms. Focus on the impact of your actions and the skills you demonstrated. Tools such as O*NET Online and My Next Move for Veterans can help map your military experience to civilian career fields.

Helpful Tools:

- O*NET Military Crosswalk: <https://www.onetonline.org/crosswalk/>
- My Next Move for Veterans: <https://www.mynextmove.org/vets/>

Section 4: Resume Formats

Choose a format that best highlights your experience and skills:

- **Chronological Resume:** Lists work history by date. Best for veterans with continuous employment.
- **Functional Resume:** Focuses on skills over job titles—ideal for career changers.
- **Combination Resume:** Merges skills and chronological history. Recommended for most veterans.
- **Federal Resume:** Detailed format required for federal employment. Use the USAJOBS resume builder.

Section 5: Crafting Your Resume

A strong resume includes clear sections:

- Contact Information: Name, phone, email, LinkedIn.
- Summary/Objective: A 2–3 sentence statement about your goals and strengths.
- Experience: Job titles, dates, duties, and achievements.
- Education & Certifications: Schools, degrees, military training, licenses.
- Skills: Technical and soft skills relevant to the job.
- Awards & Honors: Military or civilian recognition.



Section 6: Sample Resume

John Doe

1234 Veteran Lane | Fayetteville, NC 28306
john.doe@email.com | (555) 555-5555
linkedin.com/in/johndoe

SUMMARY

Highly accomplished U.S. Army Logistics Operations Leader with over 10 years of global experience in supply chain optimization, personnel management, risk mitigation, and mission-critical planning. Adept at directing cross-functional teams in high-pressure environments, managing multimillion-dollar equipment and transportation systems, and executing complex logistics strategies with precision. Committed to bringing military-honed leadership and operational excellence to private-sector operations, logistics, or project management roles.

CORE COMPETENCIES

- Strategic Planning and Execution
- Global Logistics and Supply Chain Coordination
- Multi-Modal Transportation and Asset Management
- Operational Readiness and Process Improvement
- Team Leadership and Personnel Development
- Risk Management and Emergency Response
- Contract and Vendor Management
- Lean Six Sigma (Green Belt) | MS Office | SAP

PROFESSIONAL EXPERIENCE

U.S. Army – Fort Bragg, NC
Senior Logistics Manager | Operations NCOIC
2012 – 2022

- Directed logistical operations supporting over 5,000 personnel across multiple deployment cycles, managing \$ 100 M+ in inventory, supply chain assets, and transportation coordination.
- Supervised a 25-member logistics team, overseeing training, performance evaluations, and promotion readiness; reduced personnel turnover by 18% through mentoring initiatives.
- Developed and implemented a new standard operating procedure for equipment lifecycle management, reducing material loss by 35% and saving \$1.2M annually.

- Spearheaded the planning and execution of over 200 convoy missions in both hostile and peacetime environments, maintaining a 100% mission success rate with zero critical incidents.
- Collaborated with interagency and international partners to streamline customs clearance, port of entry logistics, and emergency response readiness.

EDUCATION & CERTIFICATIONS

Bachelor of Science in Organizational Leadership – American Military University (In Progress)

Lean Six Sigma Green Belt – GoLeanSixSigma

Certified Supply Chain Professional (CSCP) – APICS

Security Clearance: Secret (Active through 2026)

AWARDS & HONORS

- Meritorious Service Medal
- Army Commendation Medal (3x)
- Army Achievement Medal (4x)
- Distinguished Leader Award, NCO Academy
- Combat Action Badge

Section 7: Sample Cover Letter

Dear Hiring Manager,

I am writing to express my interest in the Logistics Coordinator position at [Company Name]. As a U.S. Army veteran with over a decade of experience in logistics and operations, I offer a mission-driven mindset and proven leadership skills that align perfectly with your organization's needs.

Throughout my military career, I led a 15-member team responsible for transporting critical equipment across multiple global deployments. I take pride in my ability to coordinate complex operations under pressure while maintaining accuracy and accountability. These skills, coupled with my recent certification in supply chain management, equip me to make an immediate impact at your company.

I welcome the opportunity to contribute my experience and dedication to your team. Thank you for considering my application.

Sincerely,
John Doe

Section 8: Interview Preparation

Prepare for behavioral questions using the STAR method (Situation, Task, Action, Result). Practice articulating how your military experience translates to civilian settings. Schedule mock interviews with mentors or career centers when possible. Be ready to discuss why you want the position, your long-term goals, and how your background makes you a strong candidate.

Section 9: Additional Resources

Resume Review Services:

- VA for Vets Resume Building Guide:
https://health.gov/sites/oash/files/transcripts/2024-04/Resume_Building_Guide_01062012_0.pdf
- Veterans Employment Toolkit:
<https://www.va.gov/vetsinworkplace/veteranresources.asp>

Job Search Platforms:

- USAJOBS: <https://www.usajobs.gov/>
- Hire Heroes USA: <https://www.hireheroesusa.org/>

Networking Opportunities:

- LinkedIn groups for veterans
- Local veteran employment events and job fairs