

Job Application Assistance for Military Members & Veterans

THE SITUATION (SITREP)

- Most civilians are unable to relate to the experience of service members.
- Many hiring managers' only connection to the military is watching Hollywood's version of the military
- They may not understand that the skills needed to qualify for an MOS, M1A1 maintenance, or conducting nighttime patrols in Iraq, are transferable to civilian jobs.

Situation (Cont'd)

- The problem is more challenging for those in the Reserve and National Guard.
- Reservists and Guard members must report for regular training and deployments that can last a year or more.
- Because employers have a legal obligation to keep jobs for service members, some may be reluctant to hire them in the first place.

The Communication Gap

- Why do military men and women, have trouble finding Jobs?
- Much of it can be attributed to a general disconnect between those who have served and those who haven't.
- Because the military today represents less than 1% of the American population, there are fewer opportunities for civilians to become acquainted with military culture and the discipline/rigors of military life.

Dedication

- The military is not a 9-5 job.
- To be Great you have to show the prospective civilian employer that you will treat your future employment as a career and not just a job.
- If you tell a civilian employer that you were a medic or could field strip and reassemble an M-16 in less than a minute, a prospective employer might not immediately equate these examples as precise mechanical skills.

Dedication (Cont'd)

- Most service members are disciplined, organized and punctual.
- They are used to working in a high-stress environments where failure is not an option.
- They are used to leading and being led.
- This Dedication is an attribute that can be used in the job market.

JOB APPLICATION ASSISTANCE (Military)

- Part I: Preparing a Basic, Effective Resume.
- Part II: The Cover Letter.
- Part III: Tips to Email Your Job Application, Resume and Cover Letter.

Part I:
Preparing a Basic,
Effective Resume

De – Jargon Your Resume

- Translating your military experience into civilian speak can be challenging, but getting it right can make or break your chances of scoring an interview.
- What follows is a decoding of few common military roles and terms.

De-Jargon

- First rule: Eliminate acronyms.
- Military Occupation Specialty (MOS): Career specialty. Do not use your MOS on a Civilian Resume. Instead list your duties and responsibilities.
- Mission: Task, function, objective or goal.
- Reconnaissance: Data collection, survey, analysis.

De-Jargon

- WLC/BNCOC (Warrior Leader Course/Basic Non-Commissioned Officer Course): Leadership or Advanced leadership-development course.
- AAM/ARCOM (Army Achievement Medal/Army Commendation Medal): Recognition for accomplishments, outstanding achievement in a high stress environment.

De-Jargon

- For more translations, check out the Military.com Skills Translator at:
- www.military.com/veteran-jobs
- **NOW LETS START YOUR RESUME**

A Resume

- You are applying for a position and they request a resume.
- Remember, a resume is the employer's first look at you.
- It must stand out among the potentially hundreds they will receive for an open position.
- Each resume should be tailored to the individual job description.
- You can highlight specific areas of your background that target the position.



Header

Include:

YOUR NAME

STREET ADDRESS

CITY, STATE, ZIP CODE

PHONE NUMBER

EMAIL ADDRESS

Career Objective

- Optional
- A brief statement of the contributions you can make to a specific organization.
- A well written Career Objective can add value to a resume; however, it can also disqualify candidates if the objective does not match the job description.

Summary of Qualifications

- Optional
- Provides an overview of your most valuable career talents, skills and accomplishments.
- Leading with a summary makes the resume easier to read and ensures your most impressive qualifications are not overlooked.

Employment History

- Included in most resume formats.
- Add each relevant employer's name and location, and dates of employment, job title, significant duties, accomplishments and promotions.

Skills and Accomplishments

- Optional
- Highlight relevant skills, including software or equipment proficiencies, and aptitudes such as self-motivation, working well under stress, teamwork, etc.

Education

- Include college information.
- Omit high school information, especially among older candidates.

Honors and Activities

- Optional
- Highlight professional and educational accolades, membership in professional organizations and volunteer activities.

Choose a Resume Style

Chronological Resume

- The Chronological resume is the most common format, with a focus on job history.
- The most recent positions are listed first.
- The chronological style works for someone who has experience in the field they wish to find employment.

Functional Resume

- The Functional resume highlights groups of skills sets instead of listing chronological career experience with each employer.
- Functional resumes work well when a candidate's skills are transferrable from one field to another or when entering the work force for the first time.

Combination Resume

- The combination resume highlights valuable skill and accomplishments as the functional resume does.
- It also includes an employment history as in the chronological resume.
- It's a good way to highlight capabilities and capture the reader to make them want to look further.

For More Help in Preparing Your Resume

- Go to:

www.resumetemplates.org

References

- A separate document that lists three to five professionals who can positively discuss your qualifications, skills and abilities.

Good References

- The better the reference, the better your chances of landing a job.
- Your old boss, military commander, or former coworkers often can make for good references.
- Teachers, Clergy, Coaches, Professors, Professional Friends and Neighbors can serve as references.

Part II:
The Cover Letter

Job Application Letter Format: Contact Information

YOUR NAME

YOUR ADDRESS

CITY, STATE, ZIP CODE

PHONE NUMBER

EMAIL ADDRESS

Employer Contact Information (If you have it)

Date

Name

Title

Company

Address

City, State, Zip Code

Salutation

Dear Mr./Ms. Last Name (Leave out if you don't have a contact)

Body of Application Letter

- The body of your application letter lets the employer know what position you are applying for, why the employer should select you for an interview, and how you will follow up.

First Paragraph

- The first paragraph of your letter should include information on why you are writing.
- Mention the job you are applying for and where you found the job listing.
- Include the name of a mutual contact, if you have one.

Middle Paragraph(s)

- The next section of your application letter should describe what you have to offer the employer.
- Mention specifically how your qualifications match the job you are applying for.
- Remember, you are interpreting your resume, not repeating it.

Final Paragraph

- Conclude your application letter by thanking the employer for considering you for the position.
- Include information on how you will follow-up.

Check Your Work

- Don't depend on spell check.
- Ask two or three friends or family members to read over your resume and cover letter for typos. It's often difficult to see our own mistakes.

For Examples of Cover Letters

- For a sample Job Application Letter go to:
- <http://jobsearch.about.com/od/morejobletters/a/jobappletter.htm?p=1>
- Sample Email Job Application Letter go to:
- <http://jobsearch.about.com/od/jobappsamples/qt/jobappemail.htm?p=1>

Part III:
Tips to Email Your Job
Application, Resume, &
Cover Letter

Keep Your Resume Out of The Spam Box

- Technology simplifies job searches. You go to the web, click a couple of places and cross your fingers that you land a job.
- However, recruiters are looking for simple ways to expedite their hiring process and want quick screenings to eliminate candidates.

Avoid the Spam Box

- Your role is not to provide them with the opportunity to eliminate your online application.
- Here are some common online application errors that encourage recruiters to quickly dismiss your employment application.

Correctly Name Your Document

- When up loading a document or sending a resume in the application process, the employer can see the name of your document.
- If you are seeking a security position with a resume entitled “sales representative” you can be passed by.

Document Name Cont'd.

- Be very intentional in using targeted resume file names.
- Keep your e-mail address simply as well. This will help ensure you don't get tossed aside without a look.
- Customize e-mail resumes and optional cover letters. Target your materials to the job. An unrelated resume or cover letters results in the delete button being hit.

DO NOT OVER APPLY

- Don't over apply to the same company.
- Taking a shotgun approach and sending resumes to several open positions at an organization does not work.
- Your resume may show up several times in the same inbox and cause your interest to be misinterpreted as desperation.
- In general, random, non-targeted applications fail.
- Choose the position for which you are most interested and qualified and apply for that one.

Don't Over Apply (Cont'd)

- Otherwise, your resume may show up several times in the same inbox and cause your interest to be misinterpreted as desperation.
- In general, random, non targeted applications fail.

USE ENGLISH

- Use proper grammar and spelling. Again, do not rely completely on spell check. Read to make sure it makes sense.
- Slang, abbreviations, poor grammar or overly esoteric language should not be used.
- Be professional and clear in your communication. You are not texting your friends.

NAMES

- Get the names of the employer or recruiter correct.
- It's a bad move to get the names wrong.
- Attention to DETAIL is important.

MORE DETAIL

- Do not forget to attach or upload your resume or complete your application
- Otherwise, you will probably never hear from that company again.

ADDRESS

- If you can, use a local address.
- Job sites and recruiting systems let employers restrict resumes to within a certain radius (e.g. 20 miles).
- For example, few organizations want to hire someone living in Pennsylvania for a job in Newark.

Submitting Online

- Submitting an online application is not enough. Follow up.
- Contact the employer by telephone or send a handwritten note. Taking this extra step will set you apart.
- Following these tips can keep your application out of the trash bin and land you an interview.

Watch What You Post Online

- Savvy employers use the Internet, including social networking sites such as LinkedIn, Facebook, MySpace, Bebo and Twitter, not only to scout for new talent, but also to determine if an applicant will be a good fit for their organization.

Posting Online

- When posting online, avoid foul language, inappropriate pictures, lewd jokes, and references to drug abuse and excessive alcohol consumption.
- Avoid posting offensive statuses, and limit the number of posts on Facebook and other online forums.
- These are good rules to observe in general!

NJ★VET2VET 1-866-838-7654
(1-866-VETS-NJ4)

Good Luck!

Call with questions:

1-866-838-7654