



Resume Sample: Military Experience

The process of creating a resume that incorporates your military experience may be a bit confusing. Trying to figure out what information to include, and how to translate your experience without using “military speak,” may be difficult. A military resume should be written with the same goal in mind as a traditional resume, which is to show an employer the experience you have that is relevant to the position for which they are recruiting. The tips below will provide guidance as you begin to draft a resume that combines both military and non-military experience. Refer to page 2 for an example of how the tips listed can be applied. Once you have a draft ready, you can stop by the Arts and Sciences Career Services Office during walk-in hours to have it reviewed or submit to us online for review. (Details about walk-in hours and online review are found at ascareerservices.osu.edu.)

- 1** Military vs. civilian jargon. To ensure that an employer can comprehend the skills, experiences, and knowledge you have to offer, avoid using too much military jargon when describing titles held, duties performed, training completed, and awards received while enlisted. For example, describe soldiers as “staff” instead of “corpsmen” or “platoon members.” The term “supplies” can be used to describe artillery, uniforms, and ammunition. Remember, employers with no military experience will have a hard time understanding military language. You may be more than qualified for a position, but if you’re unable to translate that on your resume into general workplace language you may miss out on a great opportunity.
- 2** Highlight special awards and recognition. Your military experience is a great asset to an employer. Many employers believe that an individual with military service is likely dedicated, team-oriented, a leader, able to multi-task, etc. If you’ve earned a special award and/or recognition as a result of your skills and hard work, make sure to highlight that on your resume. Focus on those awards that are distinct and relevant to the job you’re seeking.
- 3** Training and foreign language skills. A military career may expose you to several unique training opportunities and lead to enhanced foreign language skills. It’s a great idea to showcase this experience. As always, focus on information that relates to the job you’re seeking rather than listing all of the training and skills you’ve gained.
- 4** Campus involvement. As noted above, your military background likely consists of diverse experiences that will benefit an employer. However, along with your military experience, you’ll want to highlight non-military experience, e.g., campus involvement, community service. Your on- and off-campus activities, combined with your military experience, coursework, and other experiences are a package that proves to an employer that you are a well-rounded individual. By exhibiting the activities and experiences that are relevant to the employer on your resume, you will show the employer the value you bring to the table.
- 5** Quantify your experience. When creating a resume, it is always a nice touch to highlight quantitative values. Perhaps you came up with an idea that saved the organization a significant amount of money. Showcase quantifiable data on your resume. It shows the employer that you possess problem-solving, leadership, and creative skills, among others.
- 6** Relevant vs. additional experience. The relevant experience section may consist of paid and unpaid experience that displays knowledge, transferable skills, and experience that relate to the opportunity you’re seeking. The additional experience section includes items that are valuable but don’t necessarily relate to your ideal job.

Programs and Resources

O*Net, U.S. Department of Labor
<https://www.onetonline.org/crosswalk/>

Enter the military occupation codes (MOC's) for the jobs you held when enlisted. Taking this step will allow you to review how similar civilian occupations are described, broadening your understanding of how to describe your experiences and skills for a non-military audience.

Troops to Teachers, U.S. Department of Education and U.S. Department of Defense; www.proudtoserveagain.com

Helps eligible personnel begin new careers as teachers in public schools

Vocational Rehabilitation and Employment VetSuccess Program, U.S. Department of Veterans Affairs;
www.vba.va.gov/bln/vre/

Assists veterans with service-connected disabilities to prepare for, find, and keep suitable jobs

How to obtain a Veteran's Preference Letter?
Contact your local VA Regional Office at 1-800-827-1000 or va.gov

Job Sites for Veterans

- www.fedshirevets.gov
- www.civilianjobs.com
- www.military.com
- www.clearancejobs.com

MILLER TERRY
1101 Buckeye Lane • Columbus, OH 43210 • 614-555-9851 • terry.28@buckeyemail.osu.edu

EDUCATION
The Ohio State University
Bachelor of Arts, major in Psychology, GPA 3.2
Columbus, OH
May 2016

RELEVANT EXPERIENCE

Marine Corps Exchange (MCX) **1**
Assistant Supervisor, Customer Service Department (Summer 2012)
Dayton, Ohio

- Monitored day-to-day operations of team consisting of 2-3 cashiers
- Performed returns, exchanges, and repairs of store merchandise
- Provided task support for general manager, store manager, and immediate supervisor

United States Marine Corps
Administrator (October 2008 – April 2012)
Washington, DC & Quantico, VA

- Office manager in charge of payroll and travel for three Marine units
- Prepared travel arrangements; implemented a process to efficiently compare hotel rates, resulting in a savings of \$8500 during the first six months of operation **5**

LaRosas Pizzeria
Trainer/Supervisor (November 2003– July 2005)
Cincinnati, OH

- Trained new employees on store equipment and procedures to ensure proper use and handling
- Supervised staff and maintained the daily needs of the restaurant
- Evaluated employees regarding their progress to ensure that correct procedures were being followed

6

ADDITIONAL EXPERIENCE

The Ohio State University, Office of University Housing
Office Assistant (January 2012- Present)
Columbus, Ohio

- Provide informative and friendly customer service
- Maintain an organized and functional work environment
- Assist senior staff and paraprofessionals with coordinating Living Learning Communities in residence halls

The Ohio State University, Conference Housing Services
Conference Assistant (September 2005 – June 2007)
Columbus, Ohio

- Maintained open and frequent communication with conference sponsors
- Planned housing and meeting space(s) for summer conferences
- Arranged and scheduled rooms for conference attendants

AWARDS AND RECOGNITIONS **2**

- U.S. Marine Corps - Honorable Discharge, April 2011
- Service Awards: Marine Corp Achievement Medal, Humanitarian Medal, Good Conduct Medal
- Graduated with highest honors from Defense Language Institute Foreign Language Center

3

SPECIALIZED TRAINING AND SKILLS

- Defense Language Institute Foreign Language Center - served as Academic Training Advisor of Spanish at the 311th Training Squadron, tutoring fellow students and eventually receiving the Volunteer Service Medal, Monterey, CA (August 2006-August 2007)
- Language: Fluent in Spanish, basic Russian, and basic Arabic

4

CAMPUS INVOLVEMENT

- American Civil Liberties Union at OSU (September 2013 – Present)
- Allies for Diversity (February 2013 – Present)