



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 demonstrate to an employer that the experience you have 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. Page 3 illustrates how the tips are applied on a sample resume. Once you have a draft ready, stop by Arts and Sciences Career Success during walk-in hours to have it reviewed. Details about walk-in hours are found at artsandsciences.osu.edu/career-success. You are also encouraged to schedule an appointment with a Career Coach who can offer resume feedback and provide guidance related to your career goals. Schedule your appointment in [Handshake](#).

Applicable Career Communities:



- 1. Military vs. civilian jargon.** 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 in place of “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, adept in leadership roles, 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. If you received many awards, focus on those 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 competency. 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.** Your military background likely consists of diverse experiences that will benefit an employer. However, along with your military experience, you will 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.
- 5. Quantify your experience.** It is always a nice touch to include quantifiable data on your resume. Perhaps you came up with an idea that saved the organization a significant amount of money. Or, maybe you led the efforts of a student organization to fundraise a certain dollar amount. Quantifying your experience shows the employer that you possess problem-solving, leadership, and creative skills, among others.
- 6. Relevant vs. additional experience.** The Relevant Experience section should consist of paid and unpaid experiences that relate to the opportunity you are seeking. The Additional Experience section includes items that are

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valuable but don't necessarily relate to the job you are seeking. For instance, if you did volunteer work that has no obvious relationship to a position you are seeking but allowed you to

sharpen a Career Readiness Competency you would want to include it in an Additional Experience section.

Programs and Resources

Go Government

Resource for finding and applying to federal jobs and internships.

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 to 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.

USAJOBS

<https://www.usajobs.gov/>

USAJobs is the U.S. Government's official system for posting Federal jobs and internships.

U.S. Department of Veterans Affairs, Vocational Rehabilitation and Employment VetSuccess Program

www.vba.va.gov/bln/vre/

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

U.S. Office of Personnel Management (OPM)

<https://www.opm.gov/>

OPM serves as the chief human resources agency and personnel policy manager for the Federal Government. This site has helpful hiring information for students and recent graduates.

How to obtain a Veteran's Preference Letter?

Contact your local VA Regional Office at 1-800-827-1000 or va.gov. To learn more about Veterans' Preference visit: <https://www.fedshirevets.gov/job-seekers/veterans-preference/>.

Job Sites for Veterans

www.fedshirevets.gov

www.military.com

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MILLER TERRY

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 2021

RELEVANT EXPERIENCE

Marine Corps Exchange (MCX)

Assistant Supervisor, Customer Service Department

Dayton, OH
Summer 2019

- 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

Washington, DC & Quantico, VA
October 2014 – April 2018

- 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

LaRosas Pizzeria

Trainer/Supervisor

Cincinnati, OH
November 2010 – July 2012

- Trained new employees on store equipment and procedures to ensure proper use and handling
- Supervised staff of 6 and maintained the daily needs of the restaurant
- Evaluated employees regarding their progress to ensure that correct procedures were being followed

ADDITIONAL EXPERIENCE

The Ohio State University, Office of University Housing

Office Assistant

Columbus, OH
January 2019 – Present

- 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

Columbus, OH
September 2012 – June 2014

- Maintained open and frequent communication with conference sponsors
- Planned housing and meeting space(s) for 15 summer conferences, ranging in size from 20 to 200 attendees
- Arranged and scheduled rooms for conference attendants

AWARDS AND RECOGNITIONS

- U.S. Marine Corps - Honorable Discharge (April 2017)
- Service Awards: Marine Corp Achievement Medal, Humanitarian Medal, Good Conduct Medal (May 2017)
- Graduated with highest honors from Defense Language Institute Foreign Language Center (August 2014)

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 2013 – August 2014)
- Language: Fluent in Spanish, Basic Russian and Arabic

CAMPUS INVOLVEMENT

- American Civil Liberties Union at OSU (September 2017 – Present)
- Allies for Diversity, (February 2017 – Present)

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