**Veteran Resume Guide**

**1. Understand Your Value**

Your service gave you leadership, discipline, crisis management, and technical training. Civilian employers need those skills, and your resume needs to be translated clearly.

**2. Translate Your Job Title**

Military Title → Civilian Equivalent:

* Infantry Squad Leader → Team Operations Lead
* Motor Transport Operator → Logistics Coordinator
* Intelligence Analyst → Data or Risk Analyst

**Tip:** Use [O\*NET](https://www.onetonline.org/) or [Military.com’s Skills Translator](https://www.military.com/veteran-employment-project) for guidance.

**3. Swap Out Jargon**

* Avoid military acronyms like CONOPs, FOB, or MOS.
* Use plain English: operational plans, base location, job specialty.

**4. Add a Professional Summary**

Example accomplishments:

* Trained 20+ team members with 100% certification
* Managed $2.3M in assets with 0 losses
* Led 10-person unit with 95% mission readiness rate

**5. Add a Professional Summary**

* **Before:** 'Veteran seeking employment'
* **After:** 'Operations leader with 8+ years of logistics, team supervision, and equipment management experience.

**6. Customize for Each Job**

Use keywords from the job description throughout your resume.

**7. Resume Formatting Tips**

Keep it clean and modern:

* 1–2 pages
* No military insignias or colored backgrounds
* Save as PDF and .docx

**8. Education & Certifications**

Include military training, civilian certifications (PMP, OSHA), and any active security clearance.

**Need Help?**

We specialize in Military-to-Civilian transitions. From resume rewrites to interview preparation, we’ve got your six.

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