

# Career Planning & Placement Center

## Resume Tips for Veterans

- **Research** - Research industries and companies to define your civilian career objective. Resist the urge to write a general resume. Tailor your resume for each opportunity.
- **Use Your Resources** - There are many veterans' organizations that offer career assistance and advice. Keep those doors open. Talk to your [Veteran Services](#) and [Career Planning and Placement](#) staff.
- **Demilitarize** - Explain your accomplishments so the average civilian can understand them. Avoid military jargon and assume the reader has no military background.
- **Understand Your Reader** - Tone down or remove references to the battlefield. For many civilians the visuals of battle are unsettling. Keep your readers thinking positively.
- **Sell** - Your military experience is an asset and should be marketed as such. Attributes developed in the military include dedication, leadership, teamwork, work ethic and other "transferable" skills.
- **Diversify Your Job Search** - Even the best resumes only lead to an interview approximately 10% of the time. Make sure your job search is varied and includes online and in person [networking](#).
- **Edit. Edit. Edit** - Make sure your formatting, spelling, and punctuation are perfect.
- **Use Numbers** - Quantify your achievements with numbers, when possible. Explain how many, how often, what profit, how many in the team. Numbers help a resume become more interesting.
- **Use Dates** - List job titles, educational background and achievements in reverse chronological history and include month and year when possible. Be prepared to explain any gap in dates.