

Overview, MOS-AFSC Crosswalk, Gap Analysis, Resumes, & Titles



MILITARY

to

CIVILIAN

Our Mission This Week

To assist you to build your own 3 (or 4) legged stool
to ensure your transition success:

Top = Your Second Career Target & Plan

Ring Around the Top = Location

1st Leg = Resume

Your credentials to get hired for the position you seek

2nd Leg = Interview

Verify credentials & prove your fit on the team

3rd Leg = Cultural Fit for the Organization You Seek to
Work For

4th Leg = Family (Spouse & Children) Input

Rungs = Transition Budget & Salary/Benefits You Seek

Will you use your MOS/AFSC or Something Else to Prove Your Qualifications?

- (1) Specialist - stay in your MOS/AFSC.
- (2) Generalist – exploit an element of your military background.
- (3) Switcher – reinvent yourself in a new career.
- (4) Multitracker – combine MOS with education or training for a new result.

- OR -

- (5) Volunteer experience.
- (6) Personal hobby experience.

-OR-

- (7) Undecided

Tools for the Undecided

- (1) Review your general AFSC/MOS family on O*Net and see if a profession on that list seems attractive .
- (2) Review your VMET and note your proudest accomplishments at each assignment, then compare to job families via O*Net or USA Jobs, & then search jobs in that families to see if any excite you.
- (3) Complete skills, strengths, interest, and aptitude survey -- Kuder Journey, Career Scope (Voc Rehab), O*Net, or Myers Briggs.
- (4) Job Shadow or Informational Interview.
- (5) Attend Job & Career Fairs and Employer Panels.
- (6) Read the newspaper or state postings.

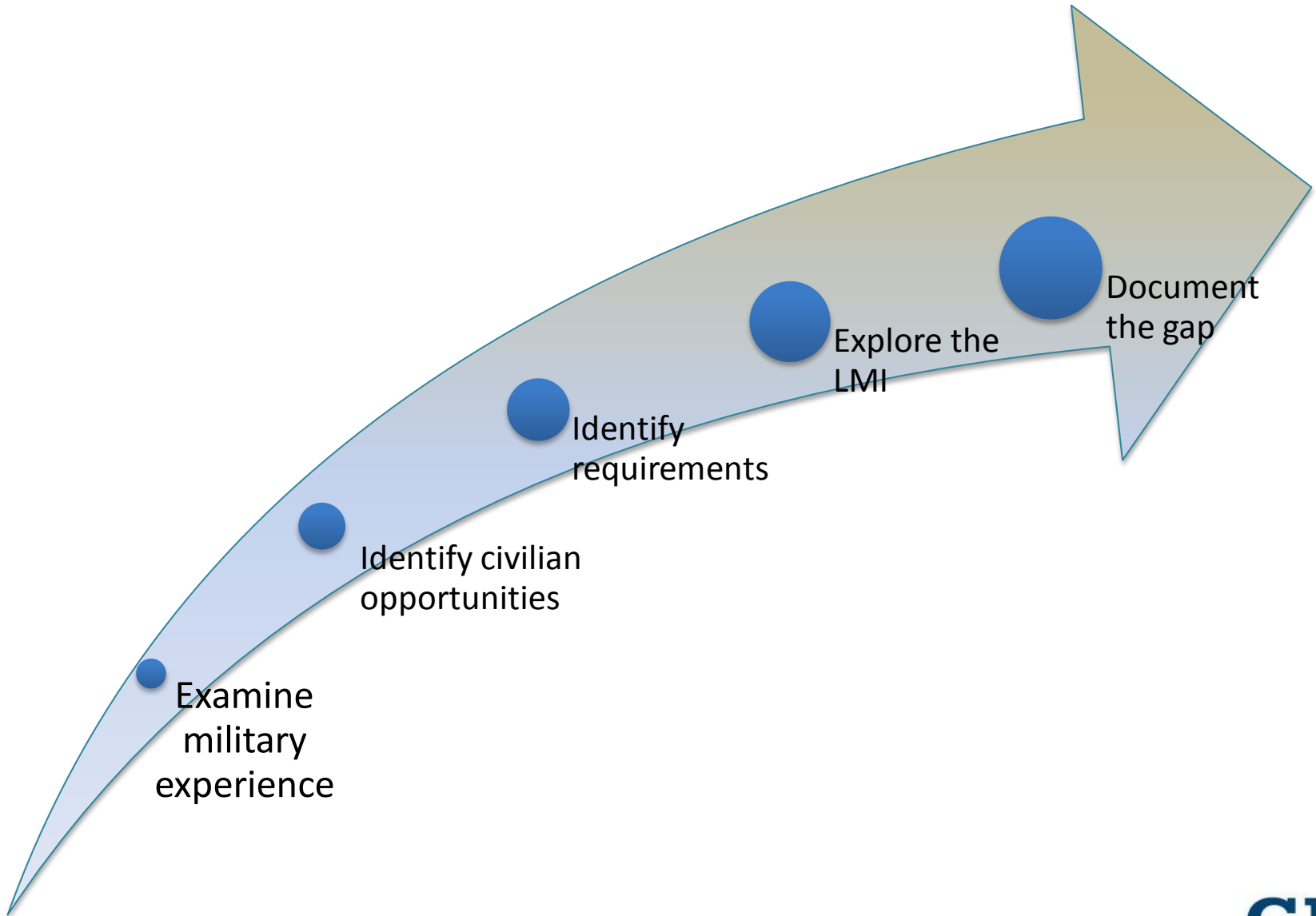
Job Families – Page 1

- Administration & Support Services
- Arts & Entertainment
- Construction
- Education
- Farming, Forestry, Fishing, & Hunting
- Finance & Insurance
- Government
- Health & Counseling
- Hotel & Food
- Management
- Manufacturing

Job Families – Page 2

- Media & Communication
- Mining, Oil, & Gas
- Professional, Science, & Technical
- Real Estate & Rentals
- Retail
- Self-Employed
- Service
- Transportation & Storage
- Utilities
- Wholesale & Commercial Sales

Crosswalk Process



Success Hints

- (1) Start early & craft your 3 or 4 legged stool via:
 - a. Self examination & vision development.
 - b. Research and analysis.
 - c. Good family input & preparation.
 - d. Good budget examination & plans.
 - (2) Visit your Transition Fitness Center often.
 - (3) Give daily effort to your Transition Campaign Plan execution.
 - (4) Use all your tools.
 - (5) Immediate visits if you are having a problem.
- Strategy? Resume v7? Target/Culture? Interview?

Today's Resume

- (1) Proves your qualifications for the career.
- (2) Gets you through HR to the interview.
- (3) Must be accurate & complete (no time breaks).
- (4) Must be understood (civilianize language).
- (5) Can include hobbies and volunteerism.
- (6) Resumes are what you have done (results!) not what you can do or your job description retyped. Your capability is defined in your resume quality.
- (7) **YOU** must be able to create a quality master resume and edit it down to a targeted resume.
- (8) Protects the employer from law suits/complaints.

Master Chronological Resume (MCR)

Strategy & Hints

- MCR v.1 is just a file cabinet of information on you over time. Put this together first & don't edit it.
- **Work on one resume version objective at a time.**
- Study resumes and job announcements to stimulate ideas & completeness.
- Back up your work in digits and hard copy.
- **Always** duplicate it to create a targeted resume.
- Keep a notebook with each job announcement & the resume you used for it.
- Review this before your interview and put your interview notes behind that for your 2nd interview.

Master Chronological Resume (MCR) = v.1

- Is an MS Word document with **six sections** plus references after a hard page break.
 - (1) Personal Contact Information
 - (2) Master Label (Executive) or Objective
 - (3) Summary of Qualifications
 - (4) Employment History
 - (5) Education and Training
 - (6) Military Awards and Badges

MCR Section 1 - Personal Contact Information

- Requires meticulous updates.
- Must have professional email and phone messages including at your home.
- Take care who & how your home phone is answered.
- Must be civilianized – no rank etc.
- Plan to check frequently for calls and emails.
- Return calls promptly from a controlled environment (quiet and uninterrupted).
- Skype Contact = Interview

MCR Section 2 - Title or Objective

- Clearly shows the Hiring Manager/Human Resource (HR) staff the type of position you are targeting. Take care on the net.
- **Must use civilianized language for your second career targets.**

Title Examples: (I consider myself a/an:)

- International Logistics Expert
- Security Operations Expert
- Master Mechanic and Operations Supervisor

Objective Examples: I am looking for a second career as a:

- Information Technology Network Specialist
- Hazardous Waste Management Instructor
- Heavy Equipment Operator

MCR Section 3 - Summary of Qualifications

- Save this section for last or in a cover letter.
- Your 30 second commercial on why you are the best fit for this second career position.
- Major Bullets (4-6) that hit their highlights.
- Bonus Bullets (2-3) that pull you to the front of the line (certifications, education, selections for schools/assignments, languages, tools, commendations, **soft skills**).
- Becomes the basis for your networking business card for use after this class.

MCR Section 4 – Employment History

- Format: Job Name, Employer, Location, Start & End Dates with Month and Year.
- Use reverse chronological order: present first & back from there at least 10 years.
- Recommend entire employment history.
- No unexplained breaks in time.
- Include hobbies & volunteer work and treat as employment.
- Civilianize language.

MCR Section 5: Education and Training

- Civilian – one year of full time study = one year of work experience in like field.
 - Degree, School (Do not list date.)
 - No Degree: list school & hours completed
 - List major, honors, awards, & projects if applicable to position.
- Military – list leadership training and all applicable courses & certifications.
- Combine sections if needed to create space.

MCR Section 6: Awards and Badges

- Validates quality of work, efficiency, resilience under stress, and character.
- Demonstrates depth of responsibility, safety focus, and respect for law and policies.
- Highlights cross cultural & gender sensitivity and global experience.
- Shows breath of leadership, technical skills, and subject matter expertise.
- Defines skills in team building and trainings and care for the community.

MCR Resume Objectives in V2 & V3

- **V.2** - Reorder with most important & impressive 2nd career bullets first.
 - Supervisor/subject matter expert always first.
 - Review & ensure brevity where possible.
- **V.3** - Add quality and quantity adjective and adverb details (underlines).
 - How well (awards?), how many, how fast?
 - Add soft skills if required.
 - Must un-humble & claim credit for team efforts.

MCR Resume Objective in V4

- Find missing areas with a review of jobs from
 - O*Net (can cut & paste)
 - USA Jobs (can cut & paste)
- ACAP-TAP Library to expand past those if you can:
 - Extra duty
 - Special projects
 - Unexpected experience
 - Capabilities projected in the future of this profession

V5 – The Targeted or Expanded Resume

Must match job announcement rules; get your highlighter out & keep announcement.

Civilian Resume: Distill to two pages (or announcement allowance) if greater/lesser.

Federal Resume: Cover all key words and Knowledge, Skills, & Abilities (KSAs); will become a lengthy document.

KSAs & Your Highlighter

K=Knowledge

S= Skill

A=Ability

Desired (Botanist) qualities include:

- A passion for botany and resource management.
- Expertise in addressing and treatment of Non-Native Invasive Species.
- Ability to work independently and prioritize work assignments.
- Strong interpersonal, verbal, and writing skills.
- Ability to develop, build, and nurture partnerships.

RESUME-Good Better Best!

Good: Trained Soldiers preparing for deployment.

Better: Ensured on-time, complete Nuclear, Biological, and Chemical Response Training for 250 personnel prior to deployment.

Best: Hand-picked to teach the advanced certification course for Nuclear, Biological, and Chemical response training for 250 personnel within shortened, rigid deadlines.

RESUME-Good Better Best!

Good: Seven years experience performing technical and administrative duties.

Better: Over seven years in military and civilian positions performing complex technical and administrative duties.

Best: Over seven years commended performance in military and civilian positions performing complex technical and administrative duties.

Resume Objectives in V6 & V7

- **V.6** – Cover quality/quantity showing how you have:
 1. Taken care of customers.
 2. Led people, especially civilians.
 3. Led projects & achieved results – faster?, better?, savings?,
Achieved strategic objectives?
 4. Are business focused – savings?; efficiency?
 5. Role model teamwork & coalition building.
 6. Research, write, and brief projects using a computer.

To Be Interview Ready: Have a story for each resume bullet!

- **V.7** – Visit company web site for intel on company leaders & add any mission, cultural, or strategic mission details.

Page Break then References

- Types: Personal (Character) & Professional (Quality of Performance).
- Ask reference first and ensure s/he will provide:
 - a good reference, and
 - is willing to stay in touch and provide updated contact information.
- Need three of each type.
- Do not provide to employer until hired & requested.

HELP – Where Are Some Tools?

(1) Onet/USA Jobs:

Find Your Job Family;

Research Careers, Salaries, Vacancies

MOS - AFSC Translation into Civilian Language

(2) VMET: Assignment Dates & Training

(3) Civilianize Your Titles

You will have much more detail & practice in the Senior Leader TAP!

http://www.onetonline.org/

O*NET OnLine - Windows Internet Explorer

http://www.onetonline.org/

elvis presley army dress uniform

File Edit View Favorites Tools Help

☆ Favorites | ☆ Contact Us Rescue Global | Welcome - SAP NetWeav...

VMET: Welcome | Army/American Counci... | 11B - Infantryman Duty ... | Elmendorf-Richardson - ... | O*NET OnLine

Find: med Previous Next Options

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I want to be a...

Start the career you've dreamed about, or find one you never imagined.

Find It Now at My Next Move

ATTN: VETERANS

Put your military skills and experience to work in civilian life. Learn how at:

MY NEXT MOVE FOR VETERANS

Get Started

Occupation Search Keyword or O*NET-SOC Code:

Find Occupations
[Browse](#) groups of similar occupations to explore careers. Choose from industry, field of work, science area, and more.

Advanced Search
[Focus](#) on occupations that use a specific tool or software. Explore occupations that need your skills.

Crosswalks
[Connect](#) to a wealth of O*NET data. Enter a code or title from another classification to find the related O*NET-SOC occupation.

The Green Economy is

Done

Internet | Protected Mode: On

11:39 AM 11/14/2012

What do you want to do for a living?



"I want to be a ..."



**Search careers
with key words.**

Describe your dream career in a few words:

Examples: doctor, build houses

Search



"I'll know it when I see it."



**Browse careers
by industry.**

There are over 900 career options for you to look at. Find yours in one of these industries:

Administration & Support Services

Browse



"I'm not really sure."



**Tell us what you
like to do.**

Answer questions about the type of work you might enjoy. We'll suggest careers that match your interests and training.

Start



[Start](#)

Purpose of VMET



Helps member prepare resume



Translates military terminology and training into civilian terms



Establishes capabilities with prospective employers



Assists in applying to college or vocational institute



Lists military job experience and training history



Recommends college credit information



Certification and licensure



Civilian equivalent job titles

Title Conversion

Commander	Chief Executive Officer
Deputy Commander/G3	Chief/Senior Operations Officer
Executive Officer	Chief Administrative Officer
E9/E8	Deputy Operations Manager
Warrant Officer	Command Technical Expert on ?
	Supervisory Technical Expert
G1	Chief Personnel Officer
G2	Chief Intelligence Officer
G3	Chief Plans/Training Officer
G4	Chief Logistics Officer
G6	Chief Information Officer

Try to Match their Job Title as Close as You Can in the Job Announcement!

Your Resume

- Will always be a work of art in progress -- not a destination.
- Will always be the subject of personal opinion and can always get better.
- But, once you get words on paper, your transition stress will decrease considerably.

If you were the hiring official, would you hire you?