

Resume Tips

How to Translate Your Military Skills into Civilian Terms

During your service, you may have utilized a resume that was several pages long with detailed information about your classification and duties performed. Often the skills and talents you developed are highly sought after by civilian employers, but you need to make sure you're speaking the same language and keeping things concise.

Reframing Your Skills in Civilian Terms

Focus on describing your skills in a way that makes them clear to someone who is unfamiliar with military operations. Utilize a [web military skills translator](#) to identify relevant transferable skills to help you in this process. Also, when compiling your resume, stay away from acronyms and abbreviations. Spell them out and describe them into layperson terms.

Example of Strengths Gained Through Military Service

- Leadership / team leader / team player
- Ability to work with diverse individuals
- Meet deadlines / work under pressure
- Ability to give and follow directions
- Experience with systematic planning / organization
- Familiar with records / personnel administration
- Self-direction / initiative / flexibility / adaptability
- Global outlook / client and service-oriented

Review and Reflect: Reflect on the following questions when you create your resume:

- Would someone without a military background understand what this means?
- Why is this important for a civilian employer to know?
- What are the strengths and skills that I am trying to highlight?
- Did I use military phrases, program titles, or acronyms? If yes – how can I reframe the wording to reflect civilian terms?