

The Office of Career Services Presents:



SUPPLEMENT FOR MILITARY & VETERANS



OFFICE OF CAREER SERVICES

CALL: 626-815-2103

CLICK: www.apu.edu/careerservices

VISIT: NEW LOCATION! East Campus, Building 22

Complete List of Survival Guides Offered by the Office of Career Services:

Professional Survival Guide for Resumes, Cover Letters, & References

Professional Survival Guide for the Job & Internship Search Process

Professional Survival Guide for the International Job Search Process

Professional Survival Guide for Interviewing

Professional Survival Guide for Informational Interviewing

Professional Survival Guide for Applying to Graduate School

Supplemental Guides are available for Nursing, Teaching, and Military

**All guides can be accessed online through www.apu.edu/careerservices or
hard copies are available FOR FREE at the Office of Career Services**

Introduction

The Azusa Pacific University Office of Career Services welcomes both undergraduate and graduate student veterans! We offer a full-range of services to help you explore career options, create and write effective resumes, hone interviewing skills, improve job search skills, and network with potential employers.

As veterans, you bring a **unique set of skills** that employers value, including leadership, teamwork, communication, and international experience. One of the more important aspects of your job search as a veteran will be translating your military experience into civilian terms. You will need to **evaluate your previous experience** in terms of how it may relate to a civilian career, and then **sell those skills** to potential employers. Several websites are listed below in the resources section that may be helpful in your transition to the civilian workforce.

The first website you may want to visit is My Next Move for Veterans (www.mynextmove.org/vets/) through O*Net. This is an interactive website designed specifically for U.S. Veterans interested in exploring career options. The site has information on more than 900 different careers and includes a tool to translate your military experience into civilian terms.

For more personalized assistance in transitioning from a military to civilian workforce, please come visit us at the Office of Career Services and schedule an individual appointment with one of our career counselors.

Action Steps you can take **NOW**:

- Begin using the Office of Career Services for information relating to career development, majors, & many other needs
- Visit the Office of Career Services to make an appointment with a career counselor by calling 626.815.2103
- Create or update your profile on APU Career Network and explore its features
- Contact APU Career Services for upcoming events and workshops
- Update your resume and get it critiqued by a career counselor

TRANSITION RESOURCES

www.military.com

Includes resources on creating a civilian resume, transitioning to the civilian world, jobs for veterans, networking opportunities, and more.

www.usmanufacturingpipeline.com

Explore various career paths based on your MOC or just browse through various industries. Manufacturing has many opportunities for veterans because of the on-the-job training military personnel receive in these areas.

<http://www.fedshirevets.gov/>

The federal government currently has a strategy in place to recruit and employ veterans of the armed forces. This website offers advice and support in landing a federal position through www.usajobs.gov, the federal hiring website.

www.rileyguide.com/vets.html

Provides a list of websites and additional resources for military veterans and their families.

Online Resources

The Azusa Pacific University Office of Career Services provides a wide variety of resources to help veterans reach their academic and career goals. Explore these links for help with development of your own career plans.

NETWORKING

Veteran Career Network (<http://benefits.military.com/vcn/>)

Join and connect with over 1 million veterans. Find veterans working in companies, government agencies, career fields, industries, or other jobs and locations that interest you.

Veteran-Specific Online Networking (www.career.umn.edu/veteran.html)

Create an account on the online professional networking site LinkedIn.com and join groups such as the “US Military Veterans Network” or “The Value of a Veteran” or “Military Network”. (Source: University of Minnesota)

Veteran Service Organizations (<http://vetjobs.info/vetOrganizations.htm>)

Provides a list of military veteran organizations that you can join for the purposes of camaraderie, networking and showing your support of veteran causes.

RESUME WRITING

Your time in the military has enabled you to develop a wide variety of useful and valuable skills – in areas such as leadership, technology, and discipline – which can be assets on your resume. However, describing these skills to a prospective employer can be difficult. These resume writing resources are a sample of those to help you translate your military experience into civilian terms.

O*Net’s Military Crosswalk (www.onetonline.org/crosswalk/MOC/)

O*Net’s useful tool for translating your military experience into civilian language.

CareerOneStop (www.careeronestop.org/ReEmployment/Veterans/jobsearchhelp/job-search-tips.aspx)

Contains a number of tips and resources for highlighting the skills and experience you have gained in the military.

G.I.Jobs (www.gijobs.com/resume.aspx)

Find resume-writing tips and resources on the online website of the GI Jobs magazine, which is a publication for military transitioners that provides education, transition assistance, and job opportunities for veterans.

Military.com (www.military.com/veteran-jobs/skills-translator/)

Contains a “Skills Translator” to help you translate your military experience into an equivalent civilian career for your resume and your career exploration process.

TagCrowd (<http://tagcrowd.com>)

Review the job description and use TagCrowd to locate keywords to incorporate in your resume.

Online Resources

INTERNSHIPS

Internships.com (www.internships.com)

APU specific paid-for resource that allows APU students and alums to search for internships in specific fields as well as specific geographic areas. Come to the APU Office of Career Services for the log in information.

Student Veterans of America (www.studentveterans.org)

SVA seeks talented volunteers and interns to fill critical support roles. For credit internship are provided prior to the beginning of each academic semester. If you are able to secure an internship for credit at your university, contact us with your area of interest. Opportunities exist in the following fields, but are not limited to these areas: Marketing and Public Relations, Fundraising and Development, Website and Database Management, Government Relations, Special Events and Programs. If you are unable to secure an internship you can always volunteer! Please send a brief statement of interest with your resume to volunteer.services@studentveterans.org, (PO Box 7763, Washington, D.C. 20013, 866.320.3826)

JOB SEARCH

O*Net's My Next Move for Veterans (www.mynextmove.org/vets)

Enter your MOC or MOS and review the resulting list of tasks and responsibilities that reflect your military experience.

GI Jobs' Top 100 Military Friendly Employer List (<http://www.gijobs.com/2012Top100.aspx>)

Look for employers that target veterans.

Feds Hire Vets (www.fedshirevets.gov/job/veterans.aspx)

US Office of Personnel Management's Government-wide Veterans employment website. Provides information to help you understand veteran's preference, how Federal jobs are filled, and unique veteran appointing authorizes designed to help you find a job.

Hireveterans.com (www.hireveterans.com)

An online veterans and military recruiting tool. Search for jobs and upload your resume for employers to review. Also, you can find information on job fairs specifically geared toward veteran job seekers.

Military.com (www.military.com/veteran-jobs/search)

Features a large, comprehensive job board with opportunities posted by employers who are looking for military experience. Also contains a "skills translator" to help you translate your military experience into an equivalent civilian career for your resume and your career exploration process.

U.S. Department of Labor Veterans' Employment & Training Service (www.dol.gov/vets)

Provides resources and expertise to assist and prepare veterans to obtain meaningful careers, maximize their employment opportunities, and protect their employment rights.

Veterans Enterprise (www.veteransenterprise.com)

The Veterans Enterprise is dedicated to providing employment, education, and advancement opportunities for America's noble servicemen and women who have returned home looking for work.

Online Resources

Vets4Veterans (www.vets4veterans.com)

Designed to be a one-stop shop of resources and information for active duty soldiers, veterans, their families, and those veterans who serve them. Provides information on employment, veteran benefits and assistance needs.

VetJobs (<https://vetjobs.com>)

View and apply for jobs, review job-search tips, and find information on a number of military veteran service organizations.

Hero2Hired (www.H2H.jobs)

A Yellow Ribbon Reintegration Program – *For Those Who Serve and Those Who Support*. H2H is a comprehensive employment program that contains everything a job seeker needs to find a job, including job listings, career exploration tools, education and training resources, virtual career fairs, innovative mobile apps for iOS, Android and Windows phones, a Facebook application, and many networking opportunities. Highly recommended by the Azusa Pacific University Office of Military and Veterans Resources.

OTHER HELPFUL UNIVERSITY WEBSITES:

Azusa Pacific University – Office of Military and Veterans Resources (<http://www.apu.edu/militaryeducation/>)

Rutgers University Veterans Services (veterans.rutgers.edu)

USC – Resources for Veterans (<http://careers.usc.edu/students/diversity-resources/resources-for-veterans>)

University of California, Irvine – Veterans resources (www.career.uci.edu/students_veteran_students.aspx)

Brookhaven College (www.brookhavencollege.edu/studentssvcs/career/veterans.aspx)

University of Minnesota (www.career.umn.edu/veteran.html)

Resume Strategies

As a military veteran, **you have many important skills** that employers look for in new employees. The challenge is to explain your military experience in a manner that is **relevant and accessible for civilian employers**. Here are some common questions and answers that may help you in your search for civilian employment.

FREQUENTLY ASKED QUESTIONS

What are the functions of a resume?

- To provide employers with a concise summary of education, skills, experience, achievements and expertise
- A tool that helps you gain an interview

How do I explain my military experience?

- Use O*Net's Military Crosswalk (www.onetonline.org/crosswalk/MOC/) or the Military Skill Translator (www.military.com/veteran-jobs/skills-translator/)
 - Enter your military branch and military job title
 - Review the civilian positions matched to your military job title for accuracy
 - Highlight tasks and transferable skills that match your experience
 - Incorporate relevant aspects of the job descriptions into your resume
 - By using "civilian language" for your military experience, potential employers can easily understand your value

How do I tailor my experience for a particular job?

- Review the job description and use TagCrowd (<http://tagcrowd.com>) to locate keywords to incorporate in your resume
 - Copy and paste the job description into TagCrowd. You can change the options to further highlight keyword
 - Review the resulting word cloud. Words that appear larger are mentioned more in the jobs description and are keywords
 - Incorporate the keywords in your resume when possible (but always be honest about your experience!)

How do I showcase my accomplishments?

- Quantify the results of your work and review your military evaluations
 - Military or other evaluations can provide a list of accomplishments to incorporate in your resume
 - Focus on the achievements and results from your work rather than the job functions
 - *Example:* "Coordinated and processed awards for group of more than 2,000 personnel with zero error rate" instead of "Responsible for processing awards"

Resume Strategies

DO

- Tailor resume to the positions
- Highlight your successes by emphasizing results produced, significant achievements, recognition from others
- Quantify accomplishments when possible and use specific examples
- Be truthful about your accomplishments and experiences
- Begin phrases with action verbs such as “managed” and “designed”
- Have a career counselor (and other civilians) proofread your resume

DON'T

- * Use personal pronouns like “I” or “we”
- * List unrelated, detailed duties such as “opened mail” or “filed documents”
- * Use acronyms, abbreviations, initials or military jargon
- * Use phrases such as “responsible for” and “duties included”
- * Exaggerate your experience

Action Steps:

1. Check out the “Professional Survival Guide for Resumes” available in the Office of Career Services
2. Attend a Resume and Cover Letter writing Workshop presented by the Office of Career Services
3. Obtain a copy of the Job Search guide available in the Office of Career Services
4. Have your resume reviewed by a counselor in the Office of Career Services

Reference: UCI Career Center webpage www.career.uci.edu/students_veteran_students.aspx

Job Search Strategies

TOP 5 STRATEGIES

As a veteran, you bring many skills and qualities that employers look for, but you need to present them in a way employers can understand and appreciate. It can take as long as 6 months to find a position, so be sure to utilize many strategies in your jobs search...including these:

1 – PREPARE

Take some time to assess yourself and determine what it is you want from your job.

2 – Value Your Military Experience

Be sure to explain your skills and qualities developed in the military in civilian-friendly terms.

- Identify transferable skills (e.g. communication skills, leadership qualities, team player, flexibility, adaptable, etc).
- Focus on achievements and areas of strength. Review military evaluations for accomplishments you can highlight on your resume or in an interview.
- Utilize O*Net's My Next Move for Veterans (www.mynextmove.org/vets). Enter your MOC or MOS and review the resulting list of tasks and responsibilities that reflect your military experience.
- Look for employers that target veterans. Check out GI Job's Top 100 Military Friendly employer list : <http://www.gijobs.com/2012Top100.aspx>

3 – Improve Your Job Search Paperwork

Utilize the Office of Career Services through workshops and one-on-one counseling appointments. Get a copy of the Job Search Guide.

4 – Network with Everyone!

Networking is frequently cited as the best method to land a job or internship. Use your military connections, social media sites, informational interviews, volunteering, and other places where you interact with others.

5 – Target Your Search

Use resources that are already military-friendly. Check out veteran-friendly employers on military.com and the Top 100 Military Friendly Employers on G.I. Jobs.com.

STAY POSITIVE!

The job search process is stressful but there are many employers that are looking for the skills YOU developed during your time in the military!

To Do List:

- Identify your target position(s)
- Have your resume reviewed in the APU Office of Career Services
- Attend Workshops that the Office of Career Services hosts throughout the year:
Resume Writing Job Search Strategies
Interviewing Techniques
- Set up a LinkedIn profile and join relevant groups
- Attend networking events and career fairs
- Schedule a Mock Interview appointment with the Office of Career Services
- Apply, Apply, Apply!

If you encounter difficulty with any of these steps, come into the Office of Career Services and schedule an appointment with a career counselor or contact us by phone at 626.815.2103 or email us at career@apu.edu