



- ★ COMMUNITY
- ★ GUIDANCE
- ★ SUPPORT

## HOW TO PRESENT YOURSELF TO A POTENTIAL EMPLOYER

It is important to convert your military experience into civilian terms in order to speak effectively and comfortably to potential employers. Most civilians have no idea what a noncommissioned officer is or what an automated logistical specialist does, so always avoid using military jargon and acronyms in conversation. Even if specific military terms are used on your resume, be sure their meanings are fully explained.

For example, you can translate commanded to supervised or directed. For rank, you can draw a parallel between senior executive and Lt. colonel and between junior executive and captain. Battalion becomes 250 personnel and squad becomes 12 personnel. Provided logistical support can become Managed the flow of information, resources, and people.

 Use the following questions to rewrite your military career in civilian terms.

What was your job title and description? \_\_\_\_\_  
 \_\_\_\_\_

How senior were you in the organization? \_\_\_\_\_  
 \_\_\_\_\_

What did your training consist of? \_\_\_\_\_  
 \_\_\_\_\_

What were your daily functions? \_\_\_\_\_  
 \_\_\_\_\_

What managerial or leadership roles did you have? \_\_\_\_\_  
 \_\_\_\_\_

Who did you report to? How senior was your supervisor in the organization? \_\_\_\_\_  
 \_\_\_\_\_

What advancement or promotions did you receive? \_\_\_\_\_  
 \_\_\_\_\_

How much travel was involved? Where did you go? \_\_\_\_\_  
 \_\_\_\_\_