



Solution

Veteran Community: Military-to-Civilian Skills Translation Resources

By Lida Citroën

You've likely heard it many times: "It's important to de-militarize (or civilianize) your resume so civilian hiring managers will understand your skills and experiences." In fact, the more clearly you can relay your previous work and duties to the work you're seeking, the easier you make the job of the recruiter or hiring manager.

Before you consider translating your experience and skills, answer these questions first:

1. What am I good at? Consider:

- Managing tasks
- Leading people
- Mentoring
- Writing technical documents
- Keeping complex efforts organized
- Getting along with people
- Other:

◦ *Tip: Just because you CAN do something, doesn't mean you want to do it as a career.*

2. What do I enjoy doing? This list may or may not match the first list. Consider:

- Working alone
- Working in teams
- Leading people
- Following orders
- Working with numbers and systems
- Writing
- Other:

Tip: When you do work that you love, and are passionate about, you tend to be more successful.





Solution

1. What industries am I drawn to? Consider:

- Healthcare
- Technology
- Science
- Human Resources
- Consulting
- Defense/Security
- Other...

Then, research the companies and industries you are drawn to. **Now, you are ready to look at the translators!** Use these tools to help you clarify the language, key words and key phrases, and types of candidates these companies want to see from viable applicants.

Three translators to consider are:

2. Military.com: <http://www.military.com/veteran-jobs/skills-translator>
3. My Next Move <https://www.mynextmove.org/vets/>
4. O*Net Online <https://www.onetonline.org/crosswalk/MOC/>

About Lida Citroën

As founder of LIDA360, Lida is passionate about helping our nation's veterans navigate the military-to-civilian career transition. She is a popular speaker at military installations and events on veteran hiring, sits on the Board of Advisors for the National Association of Veteran Serving Organizations (NAVSO), volunteers with ESGR, and teaches in the TAP program at the US Air Force Academy, and the EBV-F program at IVMF. Lida also leverages her 20 years in corporate branding to help employers recruit, onboard and grow veteran employees.

Lida's second book, *Your Next Mission: A personal branding guide for the military-to-civilian transition*, is a powerful resource for transitioning military members. An international reputation management and branding specialist, Lida is often featured in MSNBC, Entrepreneur Magazine, Fortune Magazine, Forbes.com, Huffington Post, Harvard Business Review, Inc. Magazine, and CBS Moneywatch.

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