

# Quick Tip Sheet

## Translating Military Experience

Continuing your education while in active duty, or as a veteran is extremely admirable. You are adding a wealth of experience and knowledge to the university through your coursework, projects, and potential internships. The CCEE is here to help and a great resource to take advantage of. The skills you have gained from the experience in the military are extremely valuable to civilian employers, you just have to translate this experience to terms they will understand. We call these **transferable skills**: skills you can take to any position or job you apply for.

As you begin revising your resume, let's consider some military terms and acronyms and how they may translate to civilian terms. We suggest reviewing your NCOER/Evals for good resume bullets.

Military Rank/ Title	Potential Civilian Transferable Titles
NCOIC, Watch Captain, Petty Officer of the Watch	Supervisor, Manager, Coordinator
Commander, Chief	Division Head, Director, Senior Manager
Executive Officer (XO)	Deputy Director, Assistant Manager
Action Officer (AO)	Analyst
First Sergeant	Personnel Supervisor
Squad Leader	Team Leader
Platoon Sergeant	Supervisor/instructor/trainer
Operations NCO	Operations Supervisor

### Let's look at an example below:

On the resume below the job title is listed as **Hospital Corpsman 3rd Class**. This however may not translate well to an employer with no military experience. Some transferable titles that an employer may recognize are **Healthcare Administrator** or **Intake Coordinator**. Don't get caught up on the titles, rather focus on how you communicate the function of the role you had.

**Hospital Corpsman 3rd Class**  
Naval Base Health Clinic, Groton, CT

June 2014-June 2017

CHANGE TO:

**Intake Coordinator**  
Naval Base Health Clinic, Groton, CT

June 2014-June 2017

### Another Example:

**Sergeant**  
Security Forces, Laughlin Air Force Base, Del Rio, TX

2000-2003

CHANGE TO:

**Supervisor-Training and Resources**  
Security Forces, Laughlin Air Force Base, Del Rio, TX

2000-2003

This slight change in position title will make more sense to a civilian employer and help them to easier translate your experience from the military to how it relates to the job you are applying for.

Additionally, let's take a look at some military terms and how that is translated on a resume, cover letter, or even an interview. See chart below.

Military Terms	Potential Civilian Language
TDY/TAD	business travel
commanded	supervised, directed, oversaw
Battalion, Unit, Platoon	organization, agency, department
Mission	task, objective, responsibility
Subordinates	employees, co-workers
Regulations	guidance, policy, instructions
Reconnaissance	data collection, survey, analysis
TDA/MTOE	organization structure, material resources, manpower
OER/NCOER	performance appraisal

***\*Note this was adapted from [careeronestop.org](http://careeronestop.org). Take a look at this website for additional information.***

***Example:***

**EXPERIENCE**

***Intake Coordinator***

Naval Base Health Clinic, Groton, CT

June 2014-June 2017

- Processes 2,556 patients through intake, maintaining records, and creating charts
- Tasked to Substance Abuse Rehabilitation Program (SARP) and provided essential and timely administrative support during a 25% increase in referrals
- Administered and documented 10 types of vaccines to 2,500 beneficiaries in Immunizations

***Another Example:***

**EXPERIENCE**

***Supervisor-Training and Resources***

Security Forces, Laughlin Air Force Base, Del Rio, TX

2000-2003

- Acted as the lead skills instructor for the entire base and for key initiatives by Department of Defense, training thousands of personnel
- Determined training requirements and proficiencies necessary to function within the organization
- Developed lesson plans, schedules, and administered ancillary training programs
- Designed coursework that was the foundation for an air force wide mandated training platform
- Managed the budget, acquisition, and safeguarding of over \$1 Million of equipment required for day-to-day operational activities
- Prepared and presented annual budget requirements and forecasted procurement needs

According to the National Association of Colleges and Employers the top skills that employers are looking for in candidates are:

1. Critical Thinking/Problem Solving
2. Oral/Written Communications
3. Teamwork/Collaboration
4. Information Technology Application
5. Leadership
6. Professionalism/Work Ethic
7. Career Management

Think of examples when you have demonstrated these skills. Write them down and talk with a Career Education Specialist in the CCEE on how to incorporate these examples professionally in a resume, cover letter, or interview.



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