

# Military-to-Civilian Résumé Tips

As you are developing your private industry resume, it is important that you avoid using military “unofficial” acronyms slang, jargon or terms as civilian employers and recruiters just do not understand military terminology.

If you need help translating your military experience, Military.com encourages using the [Military.com MOS Decoder](#) (military to civilian skills identifier). Their website also provides a handful of [good translation examples](#).

Here are some additional guidelines to overcome the translation problem:

- Write down your military assignments in reverse, chronological order and, under those assignments, describe what you did in detail – write it as though you were describing it to an old friend who knows nothing about the military.
- Make a list of the most popular skills you have seen as “required” or “preferred” in job announcements of your chosen civilian career field of interest. Compare those skill sets with the experience you have listed above.
- Make a separate list – two columns – listing your military skills in the first column and the necessary civilian skills in the last column. Are you able to connect any of the first items to the second? Voila!
- Once you’ve matched the items, return to your list of detailed military work experience and revise your list of skills and experience by incorporating the appropriate civilian phrases and terminology that relate to your assignments in the military.
  - *Wherever in your “military” resume you may have used military terminology, acronyms, and phrases, consider how you can restate the information in a more civilian, industry-relevant way without losing the significance and value of your experience.*
- Show your updated military-to-civilian resume to your civilian friends and see if they can restate, in their own words, your experience and presented competencies and if they are relevant to the industry in which you are interested.
- Continuously refine and develop your resume! Eventually your resume will effectively portray your qualifications and experience in terms appropriate to your targeted industry or position.

Here are some examples of *Military-to-Civilian* job titles:

Military Title	Civilian/Private Sector Title
General Officer / Admiral (O-7 to O-10)	Senior Director, Managing Director
Field Grade Officer (O-4 to O-6)	Program Director, Program Manager
Company Grade Officer (O-1 to O-3)	Manager, Project Lead
Warrant Officer (WO1 to CWO)	Technical Manager, Technical Specialist
Senior NCO / Senior Chief (E-7 to E-9)	Operations Manager, Senior Advisor, Operations Specialist
Platoon Sergeant (E6-E7)	Supervisor, Foreman
Asst. Squad Leader (E-3 to E-4)	Section Leader, Team Leader
Crew Member (E-1 to E-2)	Team Member

*At times you may want to use your military title in lieu of a functional job title. It is not always appropriate to use a civilian job title on a private industry resume. Ensure to initially spell out official military acronyms within the content of your resume as they may have a different meaning in the civilian marketplace or corporate arena.*



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