



Resume Strategies for Student Veterans

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1. One challenge that you may face in writing your resume is translating your military experience(s) into civilian terms that an employer would understand. Please utilize the below tools/resources to assist you in translating your military experience(s) to civilian terms:
 - a. [Career One Stop](#)
 - b. [VA for Vets](#)
 - c. [TAOnline - jobsaurus](#)
 - d. [Military Crosswalk](#)
 - e. [My Next Move for Vets](#)

Make a list and inventory the variety of skills that you used during service. The skills you developed are transferable and marketable to the civilian workplace. Consider the following skills that employers are looking for from the National Association of Colleges and Employers (NACE):

ATTRIBUTE	% OF RESPONDENTS
Communication skills (written)	82.00%
Problem-solving skills	80.90%
Ability to work in a team	78.70%
Initiative	74.20%
Analytical/quantitative skills	71.90%
Strong work ethic	70.80%
Communication skills (verbal)	67.40%
Leadership	67.40%
Detail-oriented	59.60%
Technical skills	59.60%
Flexibility/adaptability	58.40%
Computer skills	55.10%
Interpersonal skills (relates well to others)	52.80%
Organizational ability	43.80%
Strategic planning skills	38.20%
Tactfulness	25.80%
Creativity	23.60%
Friendly/outgoing personality	22.50%
Entrepreneurial skills/risk-taker	16.90%
Fluency in a foreign language	11.20%

Source: *Job Outlook 2019*, National Association of Colleges and Employers



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2. If you are interested in further exploring the resume writing process, please utilize the following link:
 - a. [VA for Vets – Resume Building Guide \(PDF\)](#)
 - b. [Resume Best Practices](#)
 - c. [Action Verb Word Lists](#)
3. Tools for navigating the job search:
 - d. [Veterans Employment Toolkit](#)
 - e. [USAJOBS](#)
 - f. [U.S. Department of Labor](#)
 - g. [WCU Handshake login](#)
4. If you are interested in expanding your professional network, consider creating a LinkedIn account, where you can connect with the following groups:
 - h. US Veterans: <https://www.linkedin.com/groups/87020/>
 - i. The Value of a Veteran: <https://www.linkedin.com/groups/1833767/>
 - j. Military Network: <https://www.linkedin.com/groups/59436/>

80% of professionals consider networking important to career success (LinkedIn, 2017)

We hope that you find these resources helpful. If you have questions, feel free to schedule a career appointment through your Handshake account or utilize drop-in hours, which are offered Monday-Friday from 1pm-3pm (no appointment necessary). We are committed to helping our military and veteran student population.

<https://wcupa.joinhandshake.com/login>

Matthew Military

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EDUCATION

West Chester University of Pennsylvania, West Chester PA

Bachelor of Arts in Communication Studies, May 2020

- Minor: Media and Culture
- GPA: 3.7
- Dean's List: Fall 2018, Spring 2019

Delaware County Community College

Associate of Science in Marketing, May 2016

- GPA 3.8

RELEVANT EXPERIENCE

Digital Marketing Agency, Plymouth Meeting, PA

Social Media & Marketing Intern, May 2019-September 2019

- Collaborate with the marketing team on day-to-day social media management for multiple clients/partners
- Monitor social media presence and complete daily social media outreach
- Develop promotional social media campaigns to engage users and build followers
- Communicate information to our management team, as needed, both in-person and through email
- Research and assist with developing marketing material

ADDITIONAL PROFESSIONAL EXPERIENCE

United States Navy

Aircrewman, May 2010- May 2014

- Coordinated with fellow crewmen to complete combat, reconnaissance, transport, and search and rescue missions overseas
- Operated and maintained aircraft communications and detection equipment to ensure safety and security
- Collaborated with others to maintain proper inventory of cargo, fuel, and emergency equipment
- Commended by officers for courtesy and professionalism

CAMPUS INVOLVEMENT

Student Veterans Group (SVG), West Chester University

Vice President, September 2016-present

- Planned and communicated upcoming meetings and events to members through in-person communication and email correspondence
- Generated marketing and promotional materials for use on social media, i.e. Facebook, and SVG blog
- Participated in monthly meetings and discussions related to the enhancement of student veterans' engagement on campus

SKILLS

Computer: Proficient in Microsoft Office, Photoshop and Illustrator

Language: Fluent in Spanish