

TRANSLATING MILITARY & GOVERNMENT LANGUAGE FOR THE PRIVATE SECTOR

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Translating military and government résumés into private sector résumés is something Résumé Plus does very well. Résumé Plus has been a neighbor of Wright-Patterson Air Force Base for more than 15 years. During that time, Résumé Plus has helped hundreds of military and government personnel in numerous professions transition to new careers in the private sector.

Terms that describe the attributes of military and government personnel are very dissimilar to those used by private businesses. They seem to be two entirely different languages. Translating military/government terms into words that hiring managers and recruiters look for is the key that will open doors to your new post-military or post-government career.

Military and government organizations take a “more-is-more” approach in listing job responsibilities and achievements. In the private sector, just the opposite is true. Responsibilities and achievements must be stated very succinctly. Hiring managers and recruiters receive hundreds of résumés. They have very little time or patience to read a lot of narrative before getting an answer to their most important question: *Of what value is this candidate to the company?*

Here is an example of military / government terms used in a financial manager’s performance review:

*Absolute FM icon---command expert running over 200 purchase requests and \$4.6M
in financial transaction scenarios testing the abilities of FM across
the board---crucial to the success of the inspector general process*

Here is the same achievement translated for a private sector résumé:

Processed \$4.6M in financial transactions and 200-plus purchase requests.

It is also important to state military and government job titles in civilian terms. For instance, “Acquisition Officer” as “Purchasing Manager.” “Logistics Specialist” as “Transportation Manager.”

Don’t use acronyms in your résumé. Acronyms are a large part of military and government language. They refer to organizations, programs, projects, equipment, job titles, systems and more.

Private businesses will not understand government and military acronyms. Even different operations within the government will not understand the same acronyms.

Accentuate what is important and eliminate what is unrelated to your employment goal. Many military and government personnel hold a variety of jobs during their careers. Not all of this diverse experience pertains to your immediate job goal. To decide what does, research your target job. Understand what qualifications employers want for that position. And present your strongest skills and experience. This includes siphoning out unrelated awards, training, temporary duty assignments, etc. When determining what to include in your résumé and what to leave out of your résumé, ask yourself “Will a prospective employer really care about this?”

Maximize your transitional skills. Dedication, commitment, leadership, teambuilding, strong work ethic, cross-functional communication, multitasking and other personal attributes can go far in positioning you well for private sector employment.

Sometimes referring to your military or government employment first thing in your résumé is not a good idea. Employers may think that work in the private sector and military and government organizations are too different. Coming from a military or government background, you don't understand how private business works. Get the hiring manager or recruiter excited about your capabilities first. Market your VALUE right away. Once the reader understands your high levels of skills and experience, it won't matter where you acquired them.

Résumé Plus excels in writing résumés for people going from a government or military job to one in the private sector. Résumé Plus is equally skilled in writing résumés that transition military personnel into government employment. And private sector personnel into government employment. This process often involves writing résumés in strict compliance with job packages provided for specific positions. It can also require writing KSAs (Knowledge, Skills and Abilities). These narrative statements must be included as addenda to résumés. Résumé Plus has written résumés and KSAs for people seeking government jobs for more than 15 years. It is something that sets Résumé Plus apart from many other résumé writing firms.

If you are planning to leave the military or government arena and seek employment with a private company, leave the military and seek a government job, or leave the private sector and seek a government position, Résumé Plus can help you make the transition. Résumé Plus can develop focused, powerful résumés that help you achieve your career goal.