

# SERVING THOSE WHO SERVED

Career Resources for Student Veterans

FINDING OPPORTUNITIES

## MAXIMIZE YOUR JOB SEARCH

### Translate Your Details

Have a civilian read your resume for understanding. Sometimes things are so familiar to us that we don't realize others may not understand what we are trying to say.

Every industry, including the military, has it's own jargon. To maximize how you market yourself, make sure all documents submitted are free of terms that may be unfamiliar to civilians including

- **Names / types of training:** ex. Intermediate leadership development instead of the technical course name
- **Awards:** include a brief phrase to indicate why the award was given in addition to the award name
- **Job Titles:** [mynextmove.org/vets](http://mynextmove.org/vets) can help you translate your military title into civilian terms
- **Common military terminology:** ex. employees instead of subordinates

### Have a Strategy

- **Tailor all documents** sent to the company using keywords from the job description
- **Maximize the sources you are using to find jobs** (CareerShift is a great, free resource for all VT students)
- **Apply little by little in a steady pace.** This allows you to be in various parts of the process for a variety of applications and increases your opportunities.
- **Use your network.** Many jobs are never posted online, and your network may know of great opportunities.

### Track Your Applications

- It's easy to lose track of your applications. Make sure to keep track of
  - job title
  - company name
  - when you applied
  - job description (for future interviews)
  - documents sent in application (for future interviews)
  - any notes on timeline or next steps of the process

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WHY SHOULD WE HIRE YOU?

## INTERVIEW PREPARATION

### Articulating Experience

- Be careful to **avoid military jargon, abbreviations, and implied context** when talking about your experience.
- Focus on **transferable skills connected to the position/ company**.
- Practice talking about your military experience and **what you learned**- many employers look for qualities that are difficult to learn outside of military service.
- Be prepared to talk about your **military/ work experience as well as what you've done in school**.

### Before Your Interview

- **Research the company** beyond just their mission. Try to get an understanding of what they do and offer.
- **Think of good questions** to ask at the end of your interview that provide a mix of logistical information not found in research and personal experience of your interviewers.
- **Develop and practice stories about your experiences**. Many questions will all tie back to a handful of central themes. It is easier to modify a story a little than to tell a story well for the first time during an interview. (See next page for a tool you can use to prepare your stories.)

### Types of Questions

Interview questions can come in many forms including

- Behavioral
- Case studies
- Opinion
- Technical
- Competency
- Competency
- Elaborate on Resume
- Random
- Brainteaser

Career and Professional Development

870 Washington Street SW | Blacksburg, VA 24061

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HIGHLIGHT YOUR SKILLS

## PREPARING STORIES

Skill	Experience
Leadership	
Communication	
Teamwork	
Interpersonal Skills	
Global Perspective	
Creativity	
Problem-Solving	
Professionalism	
Productivity	
Digital Fluency	

When telling your stories, make sure to focus on your own actions (as opposed to those of the team) and provide enough detail so the interviewer can easily see the depth of your experience.

**S Situation:** What does the listener need to know for the story to make sense?

**A Actions:** What did YOU do? The majority of your story should be here.

**R Results:** How did it all turn out?

**A Application:** What did you learn? How does that apply to the job you are seeking?

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