

How to Create a Master Skills List & Begin Developing a Resume

1. Go through old performance reviews (OER's/NCOER's or service equivalent) and make a list of the different jobs you held, including any **secondary duties** or **additional duties**
2. Review the civilian-friendly explanation of your Military Occupation Code (MOC) on your service's recruiting web site (especially good for combat-arms MOC's)
 - a. <http://www.goarmy.com/>
 - b. <http://www.navy.com/>
 - c. <http://www.airforce.com/>
 - d. <http://www.marines.com/>
 - e. <http://www.gocoastguard.com/>
3. Use O*Net Online to do a military-to-civilian crosswalk of your MOC to civilian occupations
<http://online.onetcenter.org/crosswalk>
4. Use O*Net Online to look up those cross-walked MOC's and any other civilian occupations that interest you and see **alternative job titles**
5. <http://online.onetcenter.org/> (example: type in a key word like "training" and see occupations that include "training" in the title or as a key skill of the job)
6. Take the alternative job titles and start searching job sites like **CareerBuilder.com** and **Monster.com** for those titles
 - a. Make note of the skills required in the job descriptions – do you have any of these skills? Add them to your master list!
 - b. Make note of any required or preferred certifications – decide if you want to pursue certification
7. Go to **Salary.com** and type in some of the key word/titles to:
 - a. Compare job titles (i.e., what is the difference between a Training Director and a Training Manager?) to gauge your skill level so you present your skill level correctly
 - b. See what the salary range is for that title in your zip code
8. Now that you have built up a list of all your skills, you need to create **tailored resumes** that only list the skills required for the job(s) to which you are applying

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9. Resumes are more than just a list of things you know how to do – employers want to see what **RESULTS YOU ACHIEVED** while performing those tasks. Did you: Increase / Decrease / Save / Improve <something>?
10. How many people did you supervise? How much budget did you manage – LIST IT.
11. Run the resume past a civilian who will point out all the places where the language you are using needs to be “de-militarized”

Example of a “militarized” resume entry:

S-3 Training NCO, 6/52 ADA BN, Darmstadt, GE

- Submitted training requests in ATRRS
- Completed training slides for the QTB
- Ordered ammo, pyrotechnics, and MRE’s for unit FTX’s
- Reserved ranges, billets and maneuver space

The same entry, “de-militarized”:

Training Specialist (U.S. Army, Darmstadt, Germany)

Conducted all clerical and administrative duties related to the training and professional development of a 500-person organization. In this role I:

- Scheduled all required and optional professional development courses for the employee base
- Tracked individual completions and identified non-attendance / non-completes for remedial action
- Prepared monthly reports to keep leadership apprised of overall organizational training status
- Managed an annual training budget of \$500,000, through which I procured training materials, reserved training facilities and arranged for meals and lodging for all students

Results achieved:

- Saved the organization \$50,000 in 2009 by recommending two business units within the organization consolidate similar training events and share common resources to avoid waste of materials