



SERVICE LEAVERS CV WRITING TIPS

When transitioning from a military career to a civilian work environment, it is important to create a CV that effectively translates your military skills and experience into terms that civilian employers can understand and value.

Here are a few tips to help you create your CV:

1. **Avoid military jargon:** Avoid using military terminology, acronyms and job titles. Instead, focus on the experience and training you gained and how it relates to the role you are applying for.
2. **Highlight transferable skills:** The military provides excellent training in a variety of skills that are highly valued in civilian jobs. These could include: leadership, change management, discipline, teamwork, initiative, stress management, adaptability, and advanced technical skills. This also refers to military Values & Standards. Relate these to those of the company you are applying for. Highlight these qualities and give examples of how you used them in your military career.
3. **Provide detailed responsibilities:** For each (different) role you held in the military, provide a brief detailed description of your duties and responsibilities. Keep it simple, relevant, and make sure to tailor the information to the role you are applying for.
4. **Use a reverse-chronological format:** This is the most common CV format. It involves listing your most recent job first and then going backwards. This allows employers to see your most relevant experience first.
5. **Include qualifications and training:** The military often provides personnel with extensive training and qualifications. Be sure to include any that are relevant to the job you are applying for.
6. **Personal statement:** A personal statement is a brief summary at the beginning of your CV that outlines your skills, experience, and career goals. It is your chance to make a good first impression!
7. **Quantify your achievements:** Represent impact in tangible figures such as: cost, time saved, increase / decrease percentages - etc. For example "Led a team of ten employees" or "made a cost saving of £XX,XXX" or "reduced project milestones by X months".
8. **Proofread:** Ensure that your CV is in a readable format, in the same font and free of spelling and grammatical errors.
9. **Keep it concise:** Ideally, your CV should be no longer than two to three pages. Keep your information concise and to the point, focusing on the most relevant and important details.
10. **Get professional help:** Many organisations provide free (and paid) CV writing services for veterans. These can be a great resource to help you translate your skills and experience into a format that civilian employers will understand and appreciate. Organisations such as the *Career Transition Partnership (CTP) help service leavers with recognising how their military skills and experiences can apply to civilian jobs.

*CTP can support you with developing your CV through various workshops, webinars and guides. They can also provide top tips on how to break through ATS systems that some employers use to sift CVs. Please visit their website at: <https://www.ctp.org.uk/guides>

The following are some of the skills / training you may have received in the forces and how they may translate to civilian jobs:

- ✓ **Leadership and Management Training:** Military personnel, especially officers and senior non-commissioned officers, receive extensive leadership and management training. This can translate into civilian roles that require team leadership, project management, or operations management.
- ✓ **Technical and Vocational Training:** Many roles in the military, such as engineering, mechanics, or IT, provide technical training that is directly transferable to civilian jobs. Military engineers might work as civil or mechanical engineers in the civilian world, while IT and communication specialists might find roles in network or IT administration.
- ✓ **Physical Training and Endurance:** Many military roles require a high level of physical fitness. This can be beneficial for civilian roles in law enforcement, emergency services, or any job requiring physical labour.
- ✓ **Logistics and Supply Chain Management :** Military operations often involve complex logistics planning. Skills in supply chain management and logistics relate to civilian roles that deal with the movement, storage, and distribution of goods.
- ✓ **Security and Risk Assessment:** Military training includes security procedures and risk assessment. These are valuable in civilian security roles, such as in private security, corporate security, or risk management for companies.
- ✓ **Technical Equipment Operation:** Operating sophisticated military equipment can give service members expertise in machinery or electronics, which can be applied to civilian roles in manufacturing, aviation, construction or telecommunications.
- ✓ **Training and Education:** Many roles involve teaching and training other personnel, which can translate to civilian educational roles or jobs that require the training and development of staff.
- ✓ **Quality Assurance (QA):** The majority of military roles require adhering to formal processes in some way, with the more technical roles having to prove compliance to a vast array of them. The ability to read a process and seek compliance to that process is a skill that is easily transferable for QA roles.
- ✓ **Project Management:** Several roles in the forces involve planning, organising and executing complex operations. This training easily translates into civilian roles such as; project management, construction management, IT, and logistics.

TRANSFERABLE SKILLS TO ADD TO YOUR CV

Communication Skills: Military operations often rely on clear, concise communication. This ability to communicate effectively is invaluable in any civilian role, including customer service, sales, marketing, or management.

Discipline and Work Ethic: The military instills a strong sense of discipline and work ethic. Employers in the civilian workforce value these traits highly, as they often lead to reliable and productive employees.

Teamwork and Collaboration: All areas of the Armed Forces operate on the principle of teamwork. Veterans are often adept at working with others to accomplish goals, a skill that is applicable to practically any civilian job.

Problem-Solving and Adaptability: Military personnel are trained to make quick decisions in high-pressure situations and adapt to rapidly changing circumstances. These skills are extremely beneficial in dynamic civilian sectors like technology, finance, healthcare and defence.

Change management: Military personnel bring valuable skills such as resilience, adaptability, collaboration, strategic thinking, flexibility, and problem-solving abilities to the table. They are adept at leading teams through transitions, communicating effectively, and maintaining focus and composure in high-pressure situations.

TRANSFERABLE SKILLS MATRIX

Job Title	Civilian role	Transferable Skills
Army Officer	Manager, Supervisor, Project Management, Operations Manager, Group Lead, Leadership/Executive Development Trainer	Leading and managing teams in high-stress and dynamic environments, making complex decisions under pressure, Developing and executing plans to achieve objectives
Royal Navy Engineer Officer	Mechanical or Electrical Engineer	Technical expertise in maintenance and repair of mechanical and electrical systems, problem-solving, project management, and the ability to work in challenging environments
Intelligence Officer	Intelligence Analyst, Security Consultant, Risk Analyst	Analytical skills, threat assessment, languages (if applicable)
Logistic Support Driver	Heavy Goods Vehicle (HGV) Driver or Transport Coordinator	Driving skills, maintenance and repair, navigation and route planning, resilience, compliance, safety
Logistics Officer	Logistics Manager, Supply Chain Manager, Warehouse Operations Manager	Supply chain management, logistics planning, coordination of transportation of goods, inventory management, and procurement
Communications Specialist	Telecommunications Specialist/Technician, IT Support Specialist, Network Administrator	Expertise in communication systems, IT skills, problem-solving, teamwork, and often high-level security clearance
Military Police	Police Officer, Security Consultant, Fraud Investigator	Law enforcement, investigative skills, security procedures, and often knowledge of legal and regulatory frameworks
Weapons Technician	Firearms Technician or Armament, Manufacturing Technician	Maintenance, repair, and troubleshooting of complex equipment
Infantry Soldier	Security Guard, Police Officer, or Private Security Contractor	Physical fitness, discipline, teamwork, leadership, situational awareness, risk assessment, and emergency response
People Operations/ Admin Officer	HR Business Partner, Training and Development Advisor	Personnel management, training program development, conflict resolution, and administrative skills
Clerk	Administrative Assistant, Office Manager, Data Entry Clerk, Executive Assistant	Record-keeping, data entry, scheduling, organisation, communication (verbal and written), customer service, office software, database management, and information systems
Helicopter Mechanic	Aircraft Maintenance Technician, Technical Instructor, Quality Assurance Inspector	Maintenance, repair, and inspection of complex machinery. Diagnosing and solving technical issues, working in dynamic and challenging environments

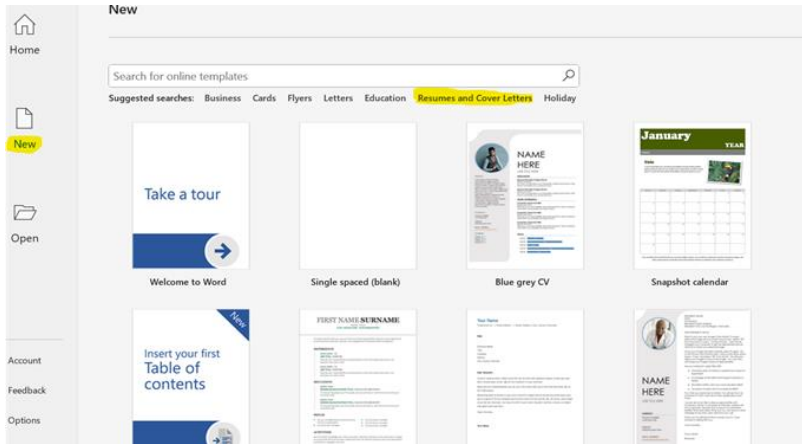
NOTE: These are general equivalents and may vary depending on specific roles and responsibilities within the military and civilian sectors.

CV TEMPLATES

Did you know that Microsoft Word features a range of different online CV templates accessible directly within the program itself, for FREE?

Here are the steps to access the templates:

- 1) Open Microsoft Word
- 2) Click on “New.”
- 3) Then, type “CV or Resume” into the search bar to browse for available templates. (Alternatively, select “Resumes and Cover Letters” from the suggested searches to access resume and CV templates).



Note: Always tailor your CV to the job you are applying for, highlighting the relevant experience and skills you have that make you a good fit for the specific role and company.

The goal of your CV is to get you an interview. So, highlight your skills and experience that make you a strong candidate for the job.

If you are also looking for interview preparation tips, please refer to our website: <https://www.mbdacareers.co.uk/site/interview-top-tips>

GOOD LUCK WITH YOUR TRANSITION!