



RESUME

BUILDING GUIDE



RESUME BUILDING SERVICE



We have written compelling resumes for thousands of veterans over the last 10 years.

We would be happy to craft a compelling resume that can help you in getting that interview call.

Also, check out our Resume Building Guide available for FREE under resources section on www.militarytocorp.com

Drop us your query regarding Resume Building Services at resume@militarytocorp.com



CAREER TRANSITION PROGRAM

If you have 3 months to 3 years left for transition from Military to Corporate, this scientifically designed program can help you in finding your dream second career.

5 MODULES OF 100 HRS OF CTP

Module 1

**Self
Awareness
& Strategic
Exploration**

Module 2

**Resume
Building
Concepts &
LinkedIn
Makeover**

Module 3

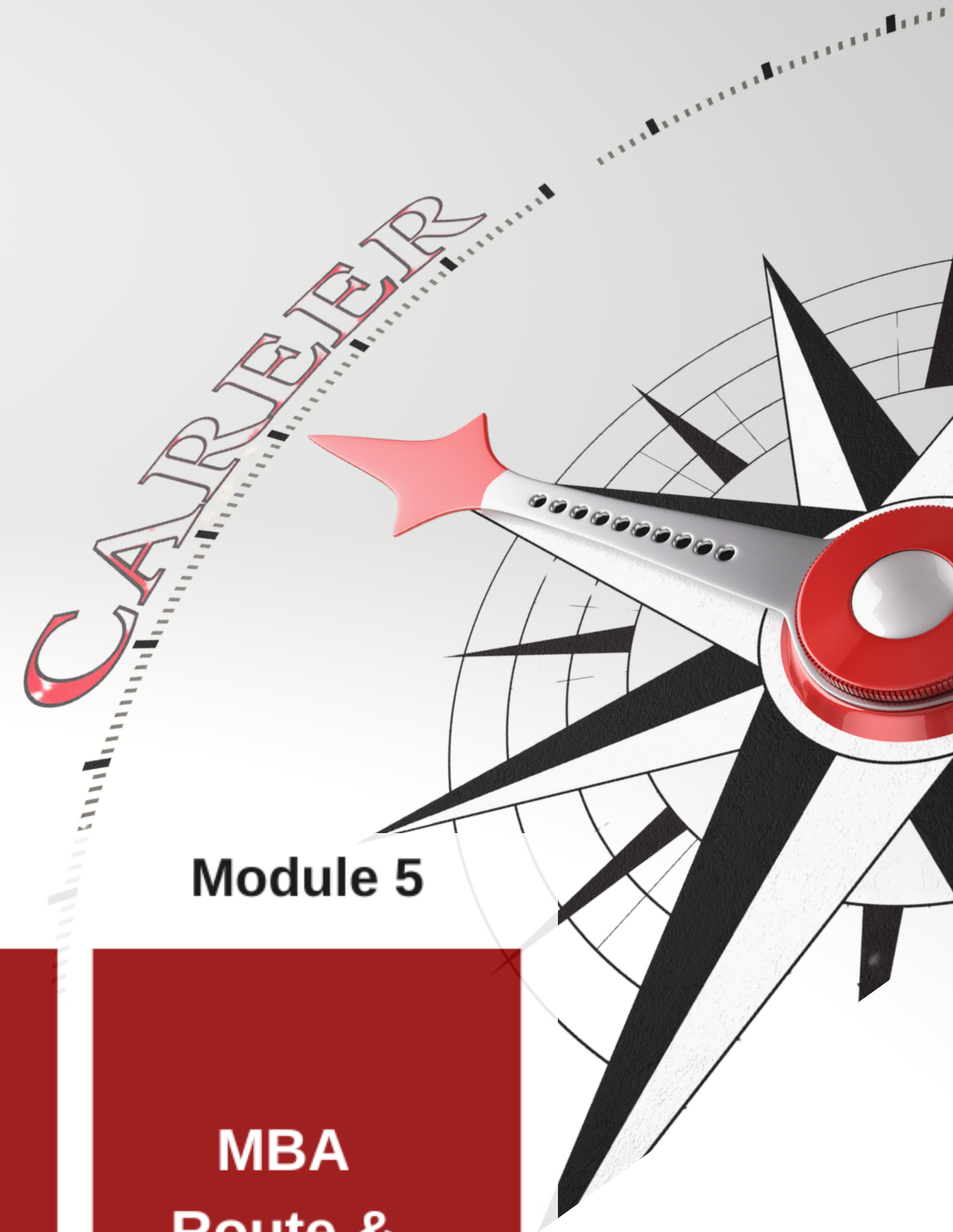
**Interview
Techniques &
Understanding
Recruiter
Expectations**

Module 4

**Networking,
Business
Communication
& Job Hunting**

Module 5

**MBA
Route &
Upskilling**



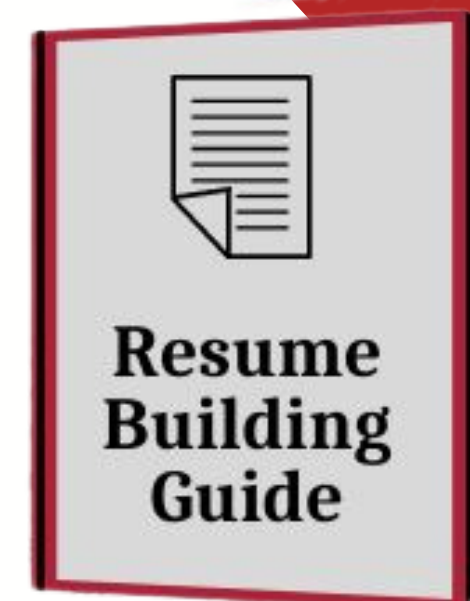
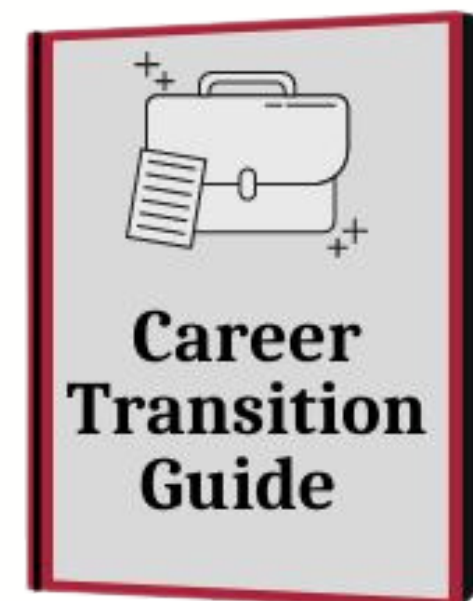
To receive the CTP brochure, please visit www.militarytocorp.com or write to us at info@militarytocorp.com

TRANSITION RESOURCES FOR VETERANS

Have you downloaded our transition guides,
available for FREE of cost on our website:
www.militarytoCorp.com

These transition guides are an effort of think tanks & recruiters at M2C who have researched veteran hiring and veteran transition for a decade now. Also, there's a contribution by the Talent Acquisition & Human Resource managers of 200 + client organizations of M2C who gave their valuable suggestions for the good of veterans.

To download these guides, kindly visit the
resource section at **www.militarytoCorp.com**



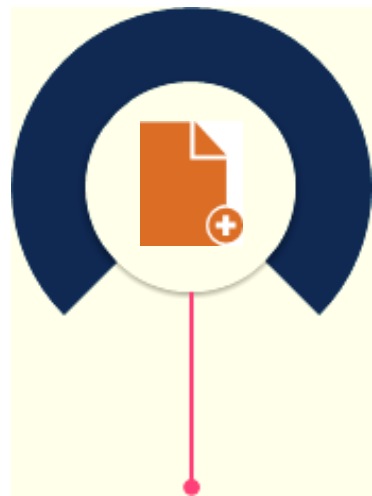


A STEP BY STEP PROCESS TO AN ATTRACTIVE MILITARY RESUME BUILDING

- Importance of a good military Resume?
- Essentials of a good Resume, as liked by Recruiters
- The MOST common mistakes in military resumes
- A Suggestive Format/Layout
- 10 Best practices to ace your resume
- M2C's exp in resume building

Disclaimer: All of the contents of this guide is a property of Military To Corp-M2C HR Consultancy and is protected from copying under Indian and international copyright laws and treatises. Any unauthorized copying, alteration, distribution, transmission, performance, display or other use of this material is prohibited and will lead to legal action.

Military To Corp-M2C has been exclusively into veteran hiring since 2013 and this gives us immense understanding of what recruiters are looking at in resumes.



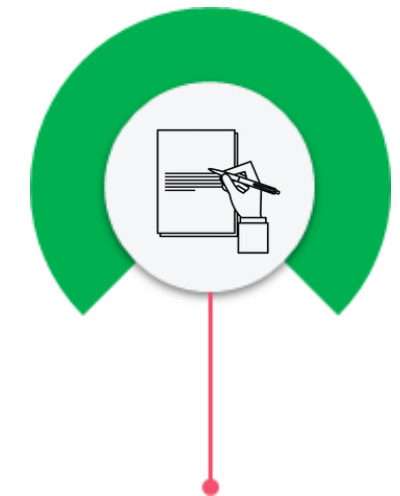
We know what works and what does not; we have seen both winning resumes and resumes losing out due to poor or perplexing drafts.



We understand that Veterans perform multiple jobs during their active military service and thus it becomes very important to translate their military experience into an articulation that is well understood by the corporate world.



Our 'Resume Building Services' team understands the military and corporate language; and thus helps in bringing up the right and compelling profiles on to the hiring managers' desk.



We are happy to leverage this professional resume writing experience through the mode of this guide which will help you understand the A to Z of resume making and help you in crafting a resume which will stand out from the rest of the crowd.

ACTION

- CONTROLLED
- COORDINATED
- EXECUTED
- HEADED
- OPERATED
- ORCHESTRATED
- ORGANIZED
- OVERSAW
- PLANNED
- PRODUCED
- PROGRAMMED



VERBS

- ADMINISTERED
- BUILT
- CREATED
- DESIGNED
- DEVELOPED
- DEvised
- FOUNDED
- ENGINEERED
- ESTABLISHED
- FORMALIZED
- FORMED

“A resume is the most important document Veterans have in their job search”



Resume building is an extremely important part of transition from military to corporate. A good resume will bring you a step closer to your dream job. In other words, it is your gateway for an interview with your targeted company. During your military career, you have never written a resume and thus it could be challenging to write a resume that showcases your relevant skills accurately. Also, because of the service constraints during your military career especially in the final years, such as remote area postings, busy schedule and no access to the internet, you may not be aware of the latest resume making trends in the constantly changing job market, where new methods and processes are introduced very frequently.


Let's not underestimate the power of a well written resume!

Your resume acts as a bridge between you and the prospective recruiter. Thus, in order to build the first impression, it is essential that you have a resume that is impressive and creates a lasting impression on the recruiter. The HR would never have ample time to interview every candidate and therefore the resume helps them screen the candidates based on the job/role requirements and then select only the best ones for one-on-one interviews.

Since there are hundreds of resumes that HR managers have to go through, most of the organizations use the ATS (Applicant Tracking System) screening software which searches for keywords in the resume to match the job description and rejects the ones which do not fit the set criteria. This is the time where a well written, structured and a clean resume will shine out of the masses and pass through the software.



Let's look at some important aspects that highlights the importance of a well written resume:



Resume reaches the recruiter's table much before you do – It is the first major step towards your final selection as your resume will reach the HR much before you step in for an interview.

Your resume speaks a great deal about you as a professional, and your military career, expertise and work experience – It is a swift way to let the HR know of your professional achievements during service & expertise in merely under a minute.

You **are the one** – Your resume will help convince the HR that you totally fit their requirements. Do highlight your skills & competencies – The HR will be able to comprehend your skill-sets and all positives that you have acquired through your years in service.

Your professional brand - A resume is your branding of all the good work that you have done, the accomplishments you have earned and the career choices that you have made.

To sum it up, A well written resume can get veterans that foot in the door for the interview and thus it is 'THE MOST IMPORTANT DOCUMENT' in job search. As we say, the first impression is the last impression, so let's create that impression & seek professional help if required, to create an ace resume that will shine through the pile of other job applicants.



M2C PRO TIP

Start early and invest your time and effort in preparing a base resume in the early part of your transition, say a year to two years in advance to your retirement. Later on, tailor it everytime you apply for a role.

“According to Forbes, studies have shown that an average recruiter spends less than 30 seconds scanning your resume to decide if you are worthy of the role”

Whether you are freshly retired from the military or have corporate experience, you will certainly need a well-written, crisp resume that portrays your professional capabilities to the best of your potential and passes through the recruiters' eyeballs. Let's look at what all should your resume be able to convey to a recruiter when he/she reads through it:

CONTACT INFORMATION

This includes your name and important information to contact you, as suggested in the sample format.

<YOUR NAME> (RANK)

Gurgaon (Delhi, NCR) • INDIA
CELL (+91) 1111-111-111 • E-MAIL info@militarytocorp.com | DOB: 15-08-9999

SUMMARY << A CRISP AND CLEAR SUMMARY OF YOUR MILITARY OR PARAMILITARY CAREER - IN LANGUAGE THAT CORPORATE UNDERSTANDS >>

OBJECTIVE << A CLEAR OBJECTIVE OF YOUR CAREER - WHICH IS DERIVED AFTER AN IN-DEPTH DISCUSSION WITH YOU - THE OBJECTIVE IS WRITTEN IN A WAY THAT IT FLOWS NATURALLY FROM YOUR SUMMARY AND IS DETAILED OUT WITH WORK-EVIDENCES IN EXPERIENCE SECTION >>

EXPERIENCE SR. DIRECTOR - OPERATIONS AND MAINTENANCE

Summary of Role:

< Clear and crisp summary of role with facts and data, summary is written in factual and in first person >

Major Duties and Tasks Performed:

- < Major duties and tasks are written in tabulated form for easy understanding and in language that corporate understands, Example instead of Quarter Master - Logistics Officer is preferred, in place of 2IC - Chief of staff, or exec assistant is written >

Achievements:

- < Achievements and accomplishments pertaining to this role are written in demilitarized tone and language >

SUMMARY

Then comes a brief yet impressive summary of your overall work experience so that even if the recruiter doesn't read the entire resume, he/she will still get a gist of your profile and why you should be hired. Remember to connect everything in your resume with the summary, experience & competencies.

SECOND APPOINTMENT AND ROLE

Summary of Role:

< SUMMARY >

Major Duties and Tasks Performed:

- <Duties – 1>
- <Duties – 2>

Achievements:

- <Achievements and Accomplishments – 1>
- <Achievements and Accomplishments – 2>

THIRD APPOINTMENT AND ROLE

Summary of Role:

<Summary>

Major Duties and Tasks Performed:

- <Duties – 1>
- <Duties – 2>

Achievements:

- <Achievements and Accomplishments – 1>
- <Achievements and Accomplishments – 2>

<IT IS ENSURED THAT WORK EXPERIENCE IS WRITTEN IN A RELEVANT MANNER THAT WILL ATTRACT THE ATTENTION OF RECRUITER OR HIRING MANAGER, SPECIFIC AND RELEVANT KEYWORDS ARE PLACED SO THAT JOB ENGINES PICK UP THE RESUME, WHEREVER THERE IS RELEVANCY>

EDUCATION

- Certification in Corporate and Industrial Security | Ministry of Defense | 2015
- Masters in Human Resource Management (Distance Learning) | IIMM | 2001
- Diploma in Transport and Materials Management | Indian Army | 1990-91
- B.A (Humanities) | JNU, Delhi | 1986
- HSC | 1979
- SSC | 1976

INTERESTS

- Community Welfare
- Linguistics (fluent in Russian)

IT LITERACY

- MS – Office (Word, Excel, PPT)
- WIN OS Environment, Android Chrome
- IT literacy is ONLY mentioned for J/NCOs

IT IS ENSURED THAT RESUME DOESN'T GO BEYOND 2 PAGES AND AT THE SAME TIME IT DOESN'T LEAVE OUT THE ESSENCE OF SERVICE RENDERED AND CAREER HISTORY. THIS IS ALSO ENSURED THAT RESUME IS UPDATED WITH CONTEMPORARY KEYWORDS AND RELEVANT SKILLS, COMPETENCIES AND FACT BASED EVIDENCES SO THAT RESUME IS SHORTLISTED

EXPERIENCE

Now to give details on your work experience, list all the role and organizations that you have worked for so far and in the latest first order. Expand details and deliverables for the latest 2/3 experiences and not all, the rest of them that aren't recent enough just mention the organization, designation and duration. For the latest ones, don't just write the deliverables, think about it in a SAR concept – Situation, Action, Result. Talk about your projects, achievements and how you proved your metal in each role.

EDUCATION

Last but not the least, write about your professional and academic education, the goal here is to showcase the vocational skill upgrade you have undergone and the academic education can be mentioned beyond the basic schooling (it is understood that you must have done your elementary schooling to reach this far). In case you have scored distinctions or grades above 80%, be sure to highlight it here.



M2C PRO TIP

Quantify your experience on resume with SAR – Situation, Action, Result or CAR - Cause, Action, Result or STAR- Situation, Task, Action , Result or SOAR- Situation, Obstacles, Actions, Results.



At **Military To Corp-M2C**, we constantly exchange feedback with the Talent Acquisition Managers of our client companies to know what works and what doesn't. When this feedback of so many years collected, collated and analysed, some patterns have emerged which have valuable inferences for military resume.

The analysis brought out the common concerns and shared reasons for rejection of resumes by most of these companies, though looking to hire. There have been times when well qualified and apt military candidates were rejected in spite of having the required hard and soft skills for the roles. Have you ever wondered why the resume of your colleague or someone you know similar in profile is selected and yours is not?

Here are the three most common mistakes in military resumes and how you can avoid them:

1

Military Resume lacks Keywords- Recruiters Look for them

One of the most common reasons for the rejection of military resumes is that they are missing upon the keywords for which the recruiters are hiring. Recruiters receive hundreds of resumes for a job opening. Each job opening has a few key skills for which the recruiters are hiring. Hard-pressed upon time to shortlist right CVs from the scores of resumes, recruiters' eyeballs constantly search for key skills or keywords, given in the job description. Many MNCs use ATS or internet job boards such as Naukri, Monster, LinkedIn etc to shortlist only those resumes that show-up on top of their job search. These searches are made with the help of these job-essential key skills and keywords only. The presence or absence of key skills could be your make or break chance for being called for an interview.

How to get right keywords in your resume

- While some keywords are general, many of them are industry and job specific.
- A particular job description typically conveys what is the position, specific experience, skills and education desired from a candidate.
- A number of job descriptions (they can be searched on various job portals) for the same position will have a number of common keywords which can be used in the content of a resume.
- Inclusion of these common keywords in your resume will convey that your experience is relevant to the job, and increase your chances of success during resume screening.



For example, if you go through a number of JDs for Project Manager roles for a variety of industries such as Banking, IT/Tech, Consulting etc (or whichever industries you are keen to apply), there would be a few common keywords used in all of them. Bring all those common keywords and key skills in your resume and upload that resume on the job portals such as Naukri, LinkedIn, Military To Corp-M2C. This way you maximise your chances of resume shortlisting for a number of industries rather than only one.



M2C PRO TIP

Everytime you apply for a matching role, ensure that key skills mentioned in the job description find their way in your resume.

2

Resume Left Open Ended- Lacks Quantification

In corporate , You are recognized by your work such as what growth was achieved by you or what were the results with your involvement and most of these results are shown with numbers and percentages. Whereas in the military, you rarely quantify your work even though there is always scope to do so. By not highlighting the results in figures, you leave the work accomplishment open ended and very generic in nature, thereby minimising the chances for it to be shortlisted for an interview call.

Let's see this with examples:

- Every military training increases operational efficiency and the same improvement can also be quantified.
- Every weapon training including firing conducted by an individual or by a team would have improved the operational effectiveness by a few percentages.
- Similarly, every innovation or implementation of a new procedure that saved human effort or that made cost-cutting can be quantified to an approximate number and percentage.
- Every equipment you handled has a cost to it.
- Every work you have accomplished has a budget to it (Profit & Loss or P & L)

A good way to quantify is by asking a few questions such as:-

And the results of these questions can narrate the work experience, and accomplishments in a more quantifiable statements such as:-

How many staff you managed or How many individuals you trained?

What was the value of the equipment you managed?

What difference you made with training

How much money did you save?

How much you improved upon efficiency or what is the percentage difference before-after in productivity?

Led 120 member staff, including managed their health and welfare, while operating in stressful, adverse and timely conditions of the VUCA world.

Managed equipment and assets worth INR 1.5 billion.

Enhanced operational effectiveness of a large team of 125 soldiers from 65% to 80%.

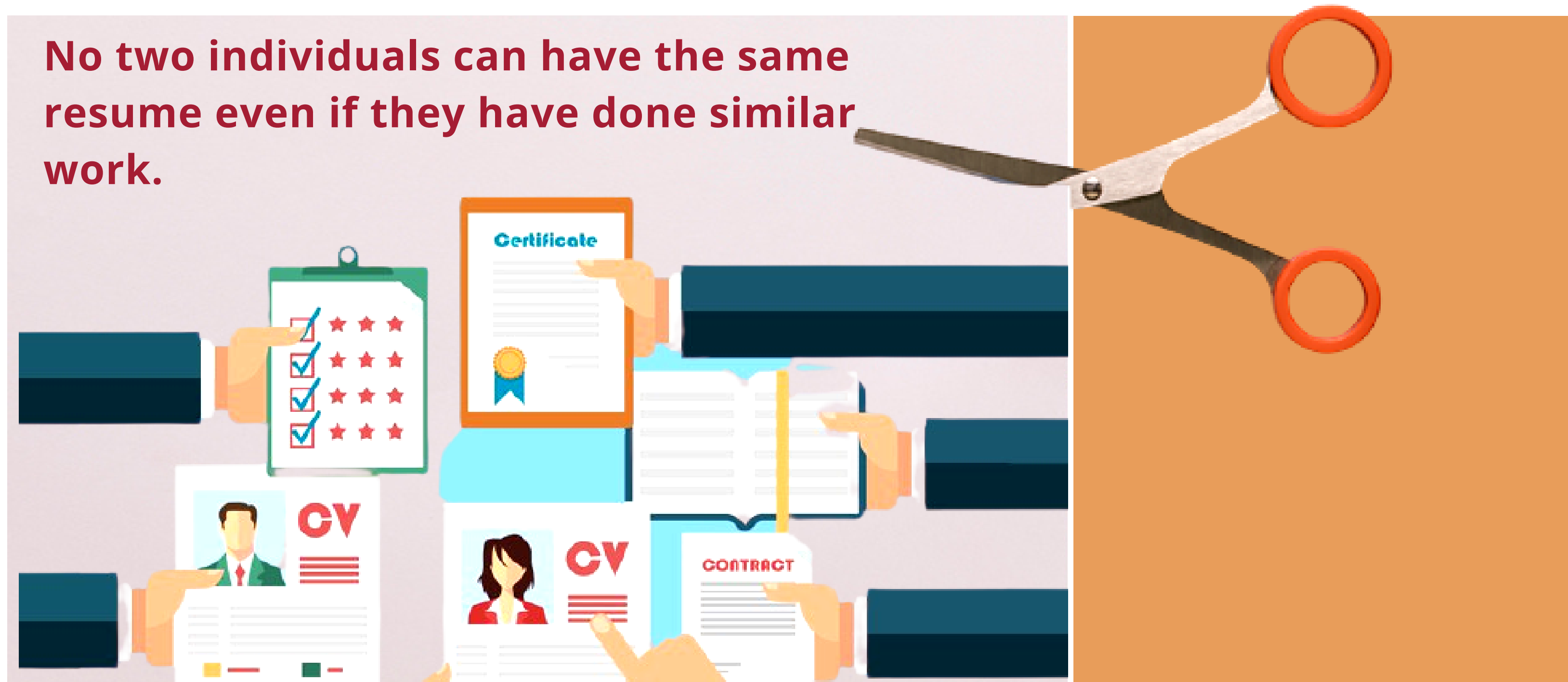
Resulted in INR 10 million savings. Administered budget of INR 95 million.Reduced inventory loss by 10%.

Developed result oriented training program & steered execution for 800 professionals, taking the professional standards from 70% to 80 %.



3 Cut, Copy, and Paste- The Resume Sound Too Generic & Boring

Many times we have seen the tendency that retiring ones ask for the resume from other veterans who have retired in the past and are working in corporate, thinking that the same resume will communicate about them also. The resume is all about highlighting **your past experiences and your accomplishments and soft-hard skills in an effective and successful manner**. A resume conveys about an individual's personality who has unique skill sets based on his or her personality, knowledge and experience, which no two people can have the same.



The traditional method of **cut, copy, and paste** does more harm to your chances of shortlist for a particular opening. Even if a very professionally written attractive but copied resume is able to fetch an interview; chances are very high that one will not get through in the interview. The recruiters are professionals and they can see through a resume. Also, A copied resume generally reflects that the person shies away from work and adopts easier methods or shortcuts.

While the above three were the most common errors in military resumes, let's also look at some of the other fatal mistakes in military resume:

Spelling and grammatical errors can simply break the deal, so it is advisable to proof read before finalizing the resume or simply get it reviewed by someone else. As lame & obvious as it might seem but you will never be able to catch these tiny mistakes unless you've spent time on proof reading it.

Never submit an outdated resume with irrelevant information as that will make you appear casual in your approach. Always update your resume to the current contact information, work experience and skill-sets. Even if you were the best fit, presenting an outdated resume will only bring forward an unprofessional attitude.

Do not over exaggerate the information in your resume as it is meant to provide highlights and key information only. A resume should be split into crisp paragraphs and a few bullet points with a couple of lines, simply avoid dense blocks or too many bullet points; keep it clear and precise.

Avoid a format which is complicated, has too many icons and is not job board friendly. Simplicity helps.

Avoid military jargons; rather use corporate terms relevant to the industry where you are applying. Writing QuarterMaster may confuse the hiring manager of a logistics company, however if you will write Warehouse manager or Logistics manager, chances are that your resume will be liked by the hiring manager.

Avoid repetitive words / phrases / sentences, be it the description or job deliverables. It sounds redundant if you repeat the same set of job deliverables for multiple roles in various organizations. Variation is the key to keep the recruiter's attention intact.

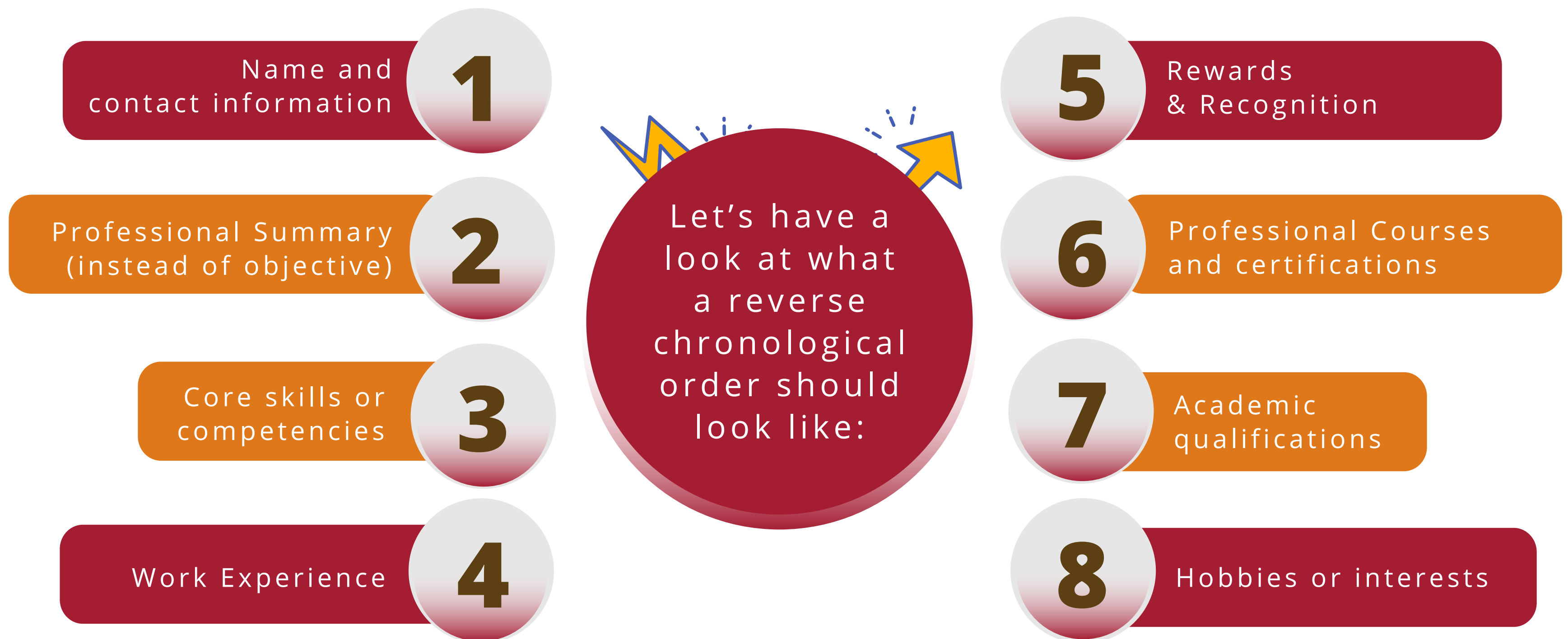
Do not over use keywords in order to match the job description. While it is important to use the key words from the job posting to qualify the criteria however include in a manner that sounds natural and not over the top. It is advisable to use the keywords wisely to make it flow with the information and not look unnecessarily stuffed.



Do not use more than 2 pages for a resume, even if you have 20+ yrs of work experience. Also the page one (and more so latest experience) MUST speak how your profile is relevant to the role you are applying.



Organizing the information on your resume is essential for the recruiter to understand what you are trying to bring on the table. It is essential to use the widely accepted reverse chronological order of information on a resume so that you don't lose track and the information flows through each section. By reverse we mean that the latest/current information should come first. Let's have a look at what a good format would be like:



This is a simple and widely used format where your competencies and work history will start from the first half of page 1, with each role listed in reverse chronological order. All the other details will flow towards the bottom and with a winding up on page 2 with hobbies/interests.

If you've never written a resume before, it's time to seek professional help!

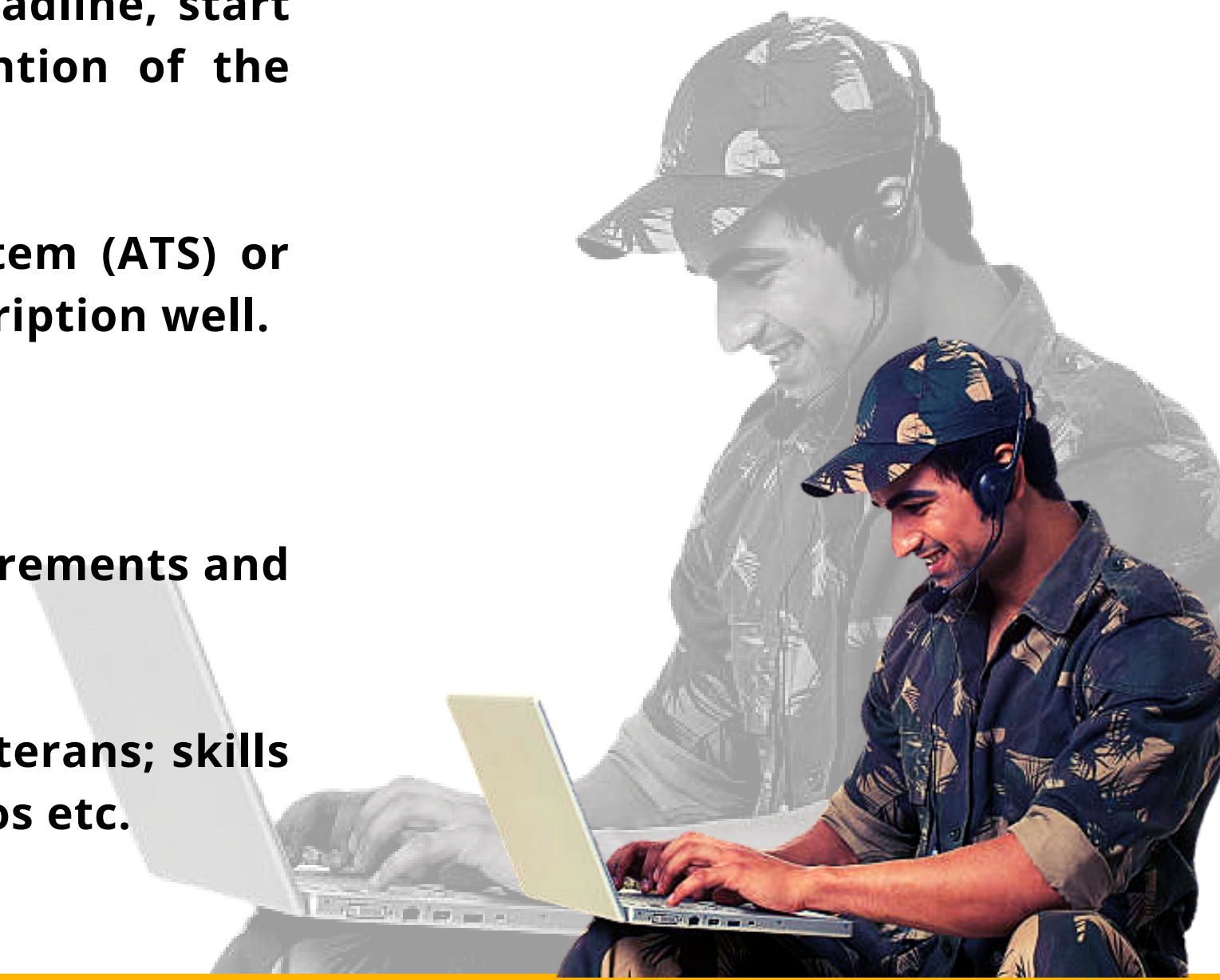
Some of the latest and widely used resume best practices are:

- Highlight the most relevant work experience; you don't have to highlight each experience or job role, only expand the one relevant to the job role you are applying for.
- Add numbers & percentages wherever you can, highlight the specifics with valid quantification for each.
- Use a professional format, avoid any clutter of information, make it easy to read and comprehend.
- Focus on the top 1/3 of the resume, add an intelligent summary/headline, start with your most relevant experience and make it catch the attention of the recruiter.
- Use relevant keywords to pass through the applicant tracking system (ATS) or create an impression on the recruiter that you have read the job description well.
- Keep your resume limited to 1 or 2 pages at the max.
- Tailor your resume everytime you apply for a role as per the job requirements and keyskills.
- Don't forget to showcase soft skills that make companies look for veterans; skills such as leadership, problem solving, decision making in VUCA scenarios etc.



M2C PRO TIP

Sell yourself for the job and make it easy for the hiring manager to see why you are the right person for the job



We at M2C have unparalleled touch-points with veterans career post retirement, we know the secret sauce for that winning veteran resume because:

WE ARE RECRUITERS



M2C is focused on veteran hiring and this gives us immense understanding of what recruiters and hiring managers are looking at. We know what works and what does not; we have seen both winning resumes and resumes losing out due to poor or perplexing drafts.

WE ARE INDUSTRY INSIDERS



At M2C, we are continuously engaged in conversations with HR leaders across industries and functions, in India and elsewhere. We exactly know what industry is thinking and what has fizzled out.

WE ARE VETERANS



We are a team of military veterans and recruitment consultants; we have immense knowledge and understanding of both corporate and military vocabulary and more importantly, we know how to harmonize the two.

If military candidates take the time to carefully translate their military experience into a quality civilian resume, or **have a professional military resume writing firm such as M2C do it for them**, they increase their chances of success manifold as a nicely crafted resume can separate military talent from other job seekers and open the doors for numerous opportunities.

Need assistance, kindly drop a mail at resume@militarytocorp.com and we will take care of rest.





We Serve those who served the nation



Corporate Office:



**Business Suite – 406, Gopal Heights,
Netaji Subhash Place, Pitampura - Delhi -110034,
India**

 resume@militarytocorp.com

 (91) (11) 4549-11-99

 www.militarytocorp.com

Disclaimer: All of the contents of this guide is a property of Military To Corp-M2C HR Consultancy and is protected from copying under Indian and international copyright laws and treatises. Any unauthorized copying, alteration, distribution, transmission, performance, display or other use of this material is prohibited and will lead to legal action.