

VETERAN'S JOB SEARCH HANDBOOK



MINNESOTA STATE UNIVERSITY, MANKATO

CAREER DEVELOPMENT CENTER

Thank you for serving the United States of America. The Career Development Center (CDC) would like to honor your dedication and time to our country by assisting you with your next career steps. Let’s talk about how your unique experiences in the service have prepared and made you an ideal candidate for many civilian job openings. This handbook is designed to address the job search process tailored for veterans:

- 1. *Use Your Resources* 3
 - Veterans Center
 - Career Development Center
 - Handshake
 - CDC Diversity & Affinity Group Resources
 - Career Resource Library
 - Online Resources
- 2. *Prepare Your Documents* 6
 - General Resume Tips
 - Key Transferable Skills
 - Resume Samples
 - Cover Letter Considerations
- 3. *Network* 23
 - What is Networking?
 - LinkedIn
 - Elevator Pitch
 - Informational Interviewing
- 4. *Interview* 26
 - Resources
 - STARR Technique
 - Questions to Ask
 - Thank-You Note Samples
- 5. *Secure the Job* 31
 - Salary Negotiation
 - Benefits
 - Additional Resources
- 6. *References* 35

To begin, watch this **Candid Careers Video** – Military Transitions <https://www.candidcareer.com/video-military+transition,1ef72fee339a293b2f9e,MNSU>

Use Your Resources

<i>Veterans Resource Center</i>	<i>Career Development Center & Career Resource Library</i>
<p>Office Hours: Monday – Friday, 8:00 am - 4:00 pm</p> <p>Location: 167 Centennial Student Union Minnesota State University Mankato, MN 56001</p> <p>Contact Information: David Schrader Phone: 507-389-5726 Email: david.schrader@mnsu.edu</p>	<p>Office Hours: Monday – Friday, 8:00 am - 4:30 pm</p> <p>Location: 209 Wigley Administration Minnesota State University Mankato, MN 56001</p> <p>Contact Information: Phone: 507-389-6061 Email: cdc@mnsu.edu</p>

Handshake

Handshake is the Minnesota State University, Mankato Career Development Center’s online system for connecting students and alumni with part-time and seasonal jobs, internships, and professional employment after graduation. link.mnsu.edu/handshake

Benefits for students and alumni:

- View all types of positions in a wide variety of fields
- Upload and store resumes/cover letters/other documents, and apply for jobs directly online
- Review the schedule of on-campus interviews and employer information sessions and apply online
- Track your job search activities for jobs and applications
- Receive notification of new openings that match your job-search criteria by requesting Job Alerts
- Search our database of employers by industry and/or location

<https://mankato.mnsu.edu/university-life/career-development-center/student-and-alumni-career-resources/diversity-and-affinity-group-career>

CDC Diversity & Affinity Group Resources

The Career Development Center is committed to supporting students with diverse identities, backgrounds, and experiences in their career success. The CDC Diversity & Affinity Group Resources page offers additional career resources to assist students navigate their career path and strive to achieve their academic and career goals. The following are identities highlighted:

- Accessibility
- International
- Race and Ethnicity
- Womxn
- First Generation
- LGBTQIA+
- Veterans

Books available in Career Resource Library (CRL) that may be of interest:

- The Transition Mission by Herb Thompson
- From the Army to College by Jillian Ventrone & Paul Karczewski
- The Transitioned Veteran: Success Beyond Service by Sandy Lawrence
- Career by Design by Ron Willbanks
- Mission Transition by Matthew Louis
- Beyond the Military by Jason Roncoroni & Shauna Springer
- The 20-Minute Networking Meeting by Nathan Perez & Marcia Ballinger
- Job Search Hacks & Strategies for the Digital Era by Stefanie August
- Job Searching In Pandemic Times by Donna Cornell

Veteran Specific Job Searching Services:

- DoD SkillBridge: <https://dodskillbridge.usalearning.gov/>
- Candorful: <https://candorful.org/>
- Hire our Heroes: <https://www.hiringourheroes.org/>
- Salesforce Military: <https://veterans.force.com/s/>
- Project Transition USA: <https://www.projecttransitionusa.com/>
- Veterans' Employment and Training Service: <https://www.dol.gov/agencies/vets>
- Women in Defense: <https://www.womenindefense.net/>
- Hire Heroes (USA): <https://www.hireheroesusa.org/>
- Recruit Military: <https://recruitmilitary.com/>
- Veterati: <https://www.veterati.com/transition-center/>
- Onward to Opportunities: <https://ivmf.syracuse.edu/programs/career-training/>
- Merivis: <https://merivis.org/>
- Transition Masters: <https://www.transitionmasters.org/>
- American Corporate Partners: <https://www.acp-usa.org/>
- National Veteran Small Business Coalition (NVBC): <https://www.nvsbc.org/#>

- GR8Transition4U: <https://www.gr8transitions4u.com/>
- Federal resume writing class: <https://www.careerproplus.com/career-training/>
- AMVETS: <https://amvets.org/>

Additional Sites for Job Searching include:

- Handshake: <https://majobs.joinhandshake.com/login>
- Indeed: <https://www.indeed.com/>
- LinkedIn: <https://www.linkedin.com/home>
- Monster: <https://www.monster.com/>
- Glassdoor: <https://www.glassdoor.com/>
- Company specific websites
- Field specific websites
 - National organizations within the field of interest
 - Search for websites focused on identities (college student, internships, veteran, etc.)

Additional Resources Available:

- O*NET Online: <https://www.onetonline.org/>
- O*Net/My Next Move for Veterans
 - Hosts interest/aptitude assessment tool
 - <https://www.mynextmove.org/vets/>
- DANTES College & Career Planning Counseling Services, and Kudar Journey
 - Career research and planning available with assessments, occupations, education, financial aid, and job search resources
 - Inventory assessments available to find strengths and weaknesses
 - <https://dantes.kuder.com/landing-page>
- Career One Stop
 - Chance to explore careers, learn about salary and benefits, job search, sample resumes, preparing for interview, and more.
 - <https://www.careeronestop.org/>
- Candid Career Videos: <https://mankato.mnsu.edu/university-life/career-development-center/career-resources-during-the-covid-19-pandemic/>
 - Find Candid Career Resource Library through Minnesota State Mankato CDC webpage mnsu.edu/cdc
- Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

Prepare Your Documents

GENERAL RESUME TIPS

A resume should outline your educational background, extracurricular activities, skills and paid or volunteer experiences.

1. Before you begin your resume, do some brainstorming. As you brainstorm, focus on tasks performed, skills and abilities used, and accomplishments.
2. What type of resume is required for the job?

Government Resumes	Civilian Resumes
Specific names of bases, posts, locations	No specific names of posts, locations
Detailed accomplishments noted	Accomplishments can be generalized
Detailed description of technical work	General description of work performed
Military terminology is sparingly used, avoid acronyms	Military terminology is translated
Security clearance is listed	Security clearance is listed
Training is described, including location, number of hours, course titles, and certifications (if applicable)	Training and certifications may or may not be included (career path dependent)
Average length: 3-4 pages	Average length: 1-2 pages

**For more information on Government Resumes, refer to Mission Transition located in the CRL*

3. Choose a resume format style that best fits your goals and experience – review Job Search Handbook for ideas.

Quick Resume Tips:

- Word is the best program for creating and editing your resume.
- Resumes are most often skimmed in seconds – not read word for word.
- It is very important to customize your resume for each application.
- Your resume should contain key words and phrases relevant to the career and job you are seeking.
- It's all about relevance. Use your knowledge of the position and organization to make decisions about how you describe your experience and skills.
- Active, skills-based language is the best way to write your resume. Even a quick skim by a reader should give them enough to know whether they want to read more.
- Go beyond duties and responsibilities. Be specific and results-oriented. If possible, quantify your accomplishments.
- Employers are interested in what you've done recently. Leave out your high school education and activities unless you are a first-year student looking for a part-time job or internship.
- Your resume will need to be updated regularly to reflect new skills and experiences as you gain them.
- For most positions, colored paper, funky fonts, and fancy graphics are not going to help, and may hurt your chances. Content is key.
- When e-mailing or uploading your resume, the best format is PDF. Follow all application instructions.

RESUME PREPARATION

A resume is a summary of your education, experience, and skills that relate to your career goal or job objective. The primary purpose of a resume is to obtain interviews with potential employers. Therefore, a resume should:

- Present a positive image
- Describe qualifications
- Detail what you have done
- Provide framework for an interview

A resume should outline your educational background, extracurricular activities, and paid or volunteer work experiences. Your resume should also summarize your skills. Before you begin your resume, do some brainstorming. Brainstorming is a very important step in preparing your resume. As you brainstorm, focus on tasks performed, skills and abilities used, and accomplishments.

Choose a resume style that best fits your goals and experience. After choosing your style, complete a first draft. Schedule an appointment and have your resume critiqued by a member of the CDC staff or, for quick feedback, stop by the CDC's "QuickStop".

Your resume needs to be concise and catchy as the average time spent on a resume by a future employer is less than 1 minute! The typical resume is 1 or 2 pages long. Be prepared to write more than one draft and to tailor your resume to the specific job you are applying for. It takes a lot of effort, but this is effort well-spent as your resume is your most important job hunting tool.

Should you use a resume template?

Resume templates come standard in many word processing programs and can also be purchased separately. There are several drawbacks to resume templates. First, recruiters have seen these templates many times and they do not stand out from other resumes. Also, resume templates can be very difficult to work with. If your experiences are unique or if you want to highlight something in a particular way, you might not be able to do so. Many templates have settings for font size, spacing, margins, and categories which cannot be changed.

The staff in the Career Development Center recommend that you start your resume on your own in a basic word processing document. We do not encourage the use of templates.

Basic Tips

- Be positive. Be honest. Stick to the facts.
- Avoid abbreviations.
- Appearance is important. Do not clutter your page. Generally, 0.5" - 1" margins are used. Use bold print and capital letters to emphasize important items.
- Don't forget your name, address, phone, and e-mail address. Be sure your e-mail address is professional sounding (melissa.adams@gmail.com vs. cutiepie@hotmail.com)
- Personal information such as age, marital status, height, weight should NOT be included on your resume.
- Do not include reference names, addresses, or phone numbers on your resume. List these on a separate sheet.
- Read the job description thoroughly and talk with people in the field to understand what the employer is looking for. Create a resume that highlights how you meet these qualifications.
- Create a master resume that includes everything you have ever done for record purposes. Then create a tailored resume simply by cutting and pasting information back in that is relevant to the specific position you are applying to.

Resume Bullet Points:

When writing bullet points, it is important to go beyond just your “duties” at a job.

WHO did your job help?

- The company? Clients? Customers?

WHAT happened with the results of the job?

- If you did research, was that information published? If you had to do a report, what was done with that information?

WHEN did this happen?

- Daily? Weekly? Monthly? Talking about how often you did something is an easy way to show productivity in your job.

WHERE did your duties occur?

- Did you have to travel for a job? Were you responsible for interacting with people outside of your organization?

WHY did you do this?

HOW did your job duties help or add to the organization’s ability to function?

Below is a basic formula for creating detailed bullet points. Use this formula as a starting point when writing your bullet points.

SKILL + what you DID + RESULTS/OUTCOME

(power verb) + (job responsibility) + (how/why)

Samples:

Created personal brand	or	Enhanced skills for future success by creating personal brand shared with 12 area employers
Attended weekly meetings	or	Participated in bi-weekly meetings in order to expand knowledge of marketing strategies
Volunteered at service organizations and fundraising events	or	Attended and participated in 4 service activities and 3 fundraisers in order to apply experiential involvement theory
Assisted with inventory	or	Assisted with daily and monthly inventory of over 1,200 domestic and foreign products
Provided quality customer service	or	Provided quality customer service by handling customer questions, complaints via email, phone calls, and in person
Ran cash register	or	Handled over 200 cash and credit transactions, balanced drawer, and ATM accurately each shift

**For more examples, refer to Mission Transition, Pg. 108, or The Transition Mission, Pg. 72, both located in the CRL*

Sprinkle with the correct language and some numbers!

Additional Resources and Material References:

<https://americandreamu.org/wp-content/uploads/2016/12/Guide-Veteran-Resume-Veteran-Resume-Samples.pdf>

<https://www.careeronestop.org/Veterans/ExploreCivilianCareers/YourSkillsAndInterests/transferable-skills.aspx>

<https://www.military.com/veteran-jobs/skills-translator>

<https://www.ex-militarycareers.com/>

Action Verbs:

Action verbs convey accomplishments!

Don't like these? Google synonyms to add variety to word choice

adapt	confront	examine	measure	recruit
administer	construct	exhibit	mediate	regulate
advise	contract	expand	monitor	reinforce
analyze	control	expedite	motivate	reorganize
anticipate	coordinate	facilitate	negotiate	represent
appoint	correspond	forecast	observe	research
appraise	counsel create	formulate	operate	revamp
approve	decide	generate	organize	review
arrange	delegate	implement	originate	schedule
assemble	demonstrate	improve	participate	sell
audit	design	increase	perform	serve
calculate	develop	influence initiate	persuade	sketch
boost	diagnose	inspire	plan	solve
build	direct	interview	predict	speak
circulate	dissect	investigative	prepare	structure
classify	display	launch	print	supervise
coach	draft	lead	process	support
compile	edit	lecture	promote	talk
complete	eliminate	locate	propose	train
compose	establish	maintain	provide	translate
conceive	estimate	manage	question	update
conduct	evaluate	match	recommend	write
			record	

Adjectives

Adjectives enhance descriptions

accurate	competitive	efficient	methodical	rational
adaptable	confident	energetic	meticulous	reliable
ambitious	conscientious	firm	motivated	resourceful
analytical	cooperative	flexible	open-minded	responsible
capable	determined	industrious	organized	strategic
clear-thinking	discrete	intelligent	patient precise	successful
competent	effective	logical	quick	

Skill Areas

Use action words to describe your transferable skills

administering programs	delegating responsibilities	interpreting languages	promoting events
advising people	designing	investigating problems	proposing ideas
analyzing data	displaying artistic ideas	listening to others	public relations public speaking
budgeting expenses	distributing products	maintaining accurate records	raising funds
collaborating ideas	developing rapport	making decisions	rehabilitating people
communication	editing work	managing people	relating to the public
comparing results	encouraging others	managing use of money	reporting information
compiling statistics	enduring long hours	motivating others	selling products
conducting meetings	enforcing rules	negotiating/arbitrating	speaking to the public
confronting other people	entertaining people	organizing tasks	supervising employees
constructing buildings	evaluating programs	overseeing operations	synthesizing information
coordinating	executing tasks	persuading others	teaching
coping with deadlines	expressing feelings	planning	working in a team
creating	handling complaints	prioritizing work	writing reports
defining a problem	handling detail work	programming	

KEY TRANSFERABLE SKILLS

Transferable skills are general skills you can use in many jobs. You gain these skills from previous jobs, projects, voluntary work, sport, home life, and hobbies, allowing you to be adaptable and flexible in case of a career change. Your military career has given you an abundance of transferable skills, and along with your life experience, these skills can give you a distinct advantage over your competition. Employers see candidates with transferable skills better at problem solving and better at generating new ideas and meeting the expectations that others put on them. Skills are divided into two categories: Soft Skills and Hard Skills.

- Soft skills, also known as transferable skills, include skills like communication, critical thinking, relationship building and teamwork. They require examples/evidence of skill usage, making them best expressed throughout bullet points.
 - Examples: If you wrote proposals in one position, writing grants in another position should be an easy transition. If you made presentations on health care products in a past position, with training you should be able to make presentations on computer software products.
- Hard skills, also known as technical skills, include skills like Microsoft Word, Excel, typing, mechanical ability and equipment operating. Best highlighted in a skills section.
 - Examples: If you can create budgets in Excel in one position, you should be able to manage inventory in Excel in your next position. If you fixed automobile engines at one job, your mechanical abilities should be useful in an appliance repair position.

Top Identified Transferable Skills for Civilian Careers:

(Exmilitary Careers, n.d; Indeed Editorial Team, 2021; ZipRecruiter, 2017).

<i>Communication</i>	<p>Communication (written, verbal, and listening) skills are key in nearly all, and this is undoubtedly a skill that you refined during your time in the military. From informal meetings to high-pressure and fast-paced situations, you needed to quickly learn how to effectively communicate with everybody around you.</p> <p>Benefits: more productive meetings, helps resolve conflicts/problem solve, facilitates goal setting, active listening, conveying orders, and articulating information clearly, effectively, and persuasively</p>
<i>Planning</i>	<p>People with a military background are usually more comfortable with preparation and planning. Employers value veterans who know how to set and achieve goals as well as recognize when plans aren't working and adapt when needed.</p> <p>Benefits: more likely be promoted to management positions, more likely to achieve goal(s)</p>
<i>Adaptability</i>	<p>With changes in processes, team members, technology, and more, it's important to be able to readily adapt to your surroundings and circumstances. Military training teaches you how to handle change and adapt to new situations.</p> <p>Benefits: stay productive during change, helps you work well with others, can multitask easily, learn new responsibilities quickly</p>

<i>Problem-solving</i>	<p>You're bound to have some excellent problem-solving experience after your time in the military. If you were exposed to a variety of logistical challenges, social issues within your squad or tactical problems, then you probably have advanced problem-solving skills.</p> <p>Benefits: willingness to go beyond typical duties, find solutions to issues, think on your feet, identify problems, address complex issues</p>
<i>Technical Skills</i>	<p>Depending on your military occupation, you likely have technical skills that translate directly to a corresponding civilian role. Make a list of the skills to see if any fit into similar civilian roles.</p> <p>Benefits: practical knowledge and hands-on proficiency with specific equipment and machinery, software and hardware, chemical substances, techniques, and procedures</p>
<i>Management</i>	<p>People in the military must manage their time and resources wisely to produce positive outcomes.</p> <p>Benefits: shows you deserve promotions, bonuses and raises, shows ability to excel in delegating work and leading groups</p>
<i>Teamwork</i>	<p>Veterans come from a team environment that includes squads, platoons and larger units of soldiers who must all work together to accomplish a mission.</p> <p>Benefits: good collaborator and team member, used to achieve goals, meet deadlines, and create a healthy work environment</p>
<i>Leadership</i>	<p>Veterans usually understand the value of leadership and how it helps unify groups, thus guiding other team members who need assistance with assignments and other job responsibilities.</p> <p>Benefits: good candidate for management/supervisory positions; ability to inspire, influence, motivate; assess situations, make decisions; take risks and determine goals; achieve results through resourcefulness, creativity, and teamwork</p>
<i>Organization</i>	<p>Organization skills also help you prioritize tasks to meet all of your deadlines for any job.</p> <p>Benefits: includes time management; the ability to prioritize, disseminate and record data; generate accurate reports; manage resources; multi-task, administer, direct, and coordinate; save money; don't forget to highlight dependability and focus</p>
<i>Dedication/Commitment</i>	<p>Veterans know it takes hard work and dedication to advance in any setting; it's necessary to demonstrate the dedication and know-how to meet requirements and work your way up the ladder. Highlight your willingness to devote yourself to a particular cause or position. In doing so, you'll prove that you aren't just looking for a temporary or a one-off job—you're looking to grow your career with a company who shares your same level of commitment.</p> <p>Benefits: help to stay productive; can lead to promotions/recognitions</p>

<i>Personal Qualities</i>	<p>Having integrity, loyalty, resilience, character, self-discipline and control; being punctual, reliable, responsible, structured, resourceful, goal-oriented, with a can-do attitude are all fantastic attributes to highlight</p> <p>Respect: somebody who knows the value of treating everyone with a level of professionalism, kindness, and regard will make an undeniably great employee—regardless of the specific industry, position, or rank.</p> <p>Integrity: military personnel must have high integrity to earn the trust of their superiors by maintaining confidentiality and following an honorable moral code. These high standards require discipline such as showing up on time, meeting deadlines and following through with assignments demonstrates your level of integrity at work.</p> <p>Curiosity: curiosity about the bigger picture or small details helps you think ahead, strategize and plan for potential circumstances, to ask big-picture questions related to processes and efficiency leading to improvements in the workplace. When adding curiosity as a skill to your resume, you could also use "creativity" or "innovation," especially if the job description includes these keywords.</p>
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Candid Careers Video - Transferable Military Traits

<https://www.candidcareer.com/video-transferable+military+traits,9fde01527390d0111a74,MNSU>

All of your Military disciplines can be transferred to the corporate, educational, technology, arts, government, fitness and security sectors, to name a few, but translating them to paper can be difficult when you are used to using military acronyms and jargon. Read some examples below of how your skills could translate from the Military to Civilian roles:

<i>Aircraft Technician</i>	engineering sectors, mechanics, energy industry, air traffic repairs
<i>Submarine Operations</i>	complex computer programs, tech communication systems
<i>Combat Medical Technician</i>	hospital ER, paramedic, medical consultant
<i>Special Forces</i>	law enforcement, nuclear power plant security, bodyguard, private detective, hostage negotiations, film consultant, M15

HOT TIP:

It is important when constructing your resume and cover letter that you translate your skills into civilian terms; assume they know nothing about the Military. Take your time converting each role and experience within the military into business terms. You have a lot to be proud of so keep that firmly in your mind; your military experience is an asset and should be marketed thus. Make sure your documents clearly communicate the value of all your attributes relating to your military Career to the employer; HOWEVER, LEAVE OUT COMBAT (Exmilitary Careers, n.d.).

Additional Resources and References for above material:

RAND Corporation: <https://www.rand.org/nsrd/projects/employing-veterans.html>

ONet Online: <https://www.onetonline.org>

Military.com: <https://www.military.com>

<https://www.indeed.com/career-advice/resumes-cover-letters/military-skills>

<https://www.ziprecruiter.com/blog/8-military-skills-that-help-veterans-land-civilian-jobs/>

<https://www.ex-militarycareers.com/what-are-transferable-skills>

RESUME SAMPLES

Found in this section are some civilian resume samples highlighting how to talk about military experience and provide formatting options. Additional formatting samples can be found in the Job Search Handbook, available in [PDF](#) on the Career Development Center website, or hardcopy in the Career Development Center, 209 Wigley Administration.

Government Resume

Civilian Resume

MM3 Michael S. Ortiz, USN

22 Bay Court, Apt 23
(667)657-6352

Mankato, MN 56001
motorhead@gmail.com

EXPERIENCE

FMSU, Little Creek, VA (December 2007 – September 2010)

POIC of Fleet Maintenance Support Unit. I was responsible for managing my team of 12 sailors tasked with providing emergency power plant maintenance assistance to forward deployed Fleet units. I managed tool shop and spare parts inventory. I was responsible for creating an environment that would enhance the reenlistment rate of the assigned sailors. I managed the budget and petty cash accounts. I was in charge of TQL and 3M systems.]

USS LANCASTER (AOE 72), Camden, NJ (November 2004 – December 2007)

POIC of M Division. I managed continuous operation of the engines, compressors and gears, refrigeration, air-conditioning, gas-operated equipment, and other types of machinery. Stood EOOW watches. Responsible for a sips' steam propulsion and auxiliary equipment and the outside (deck) machinery. I effectively educated a numerous amount of my subordinates by conducting classes and mandatory training of military common tasks (CTT) and survival skills where were required to be updated yearly. I stood watches in the engineering paces and managed MMs, BTs, EEs, while underway. Managed the "Sailors for Kids" program.

Autobahn Motor Sports, Cherry Hill, NJ (June 2003 – August 2004)

I was responsible for performing engine diagnostics and maintenance on high performance automobiles. I was promoted to shop manager after six months. Managed the pit crew for the Rally Team.

TRAINING & EDUCATION

AS Technology Management 2007, Chesapeake Community College, Chesapeake, VA; completed courses toward BA degree; Machinist Mate A School; Marine Diesel Maintenance Course; 3M School; TQL Training

ADDITIONAL INFORMATION

Travelled throughout Europe and Central America; fluent in Spanish; computer literate; hobbies include motorcycles, historical fiction, and personal fitness.

Michael S. "Mike" Ortiz

(667)657-6352
motorhead@gmail.com

22 Bay Court, Apt 23
Mankato, MN 56001

TRAINING & EDUCATION

Bachelor of Arts Human Resource Management **Anticipated Graduation December 2010**
Old Dominion University, Norfolk, VA GPA: 3.6/4.0
Veterans Club, Vice President

Associate of Science in Technology Management **May 2007**
Chesapeake Community College, Chesapeake, VA GPA: 3.5/4.0

U.S. Navy Training & Schools

- Mechanical Maintenance School (Honor Graduate)
- Marine Diesel Maintenance Course
- Planned Maintenance School (Finished first in a class of 27)
- Total Quality Leadership Training

MILITARY EXPERIENCE Machinist's Mate, U.S. Navy (2004-2010)

Fleet Maintenance Support Unit, Little Creek, VA **December 2007- September 2010**
Selected as Team Leader of a 12-person rapid deployment team, responsible for providing emergency power plant maintenance assistance to deployed Navy ships.

- Improved response time by 25 percent; received Commendation Medal
- Nominated for advanced professional training
- Received Commendation for improving personnel retention by 30 percent
- Reduced spare parts procurement costs by 10 percent
- Recognized for leadership and conflict resolution skills
- Promoted to next pay grade one year earlier than normal

USS Lancaster (AOE 72), Camden, NJ **November 2004 - November 2007**
Served as Work Center Supervisor for a 25-person maintenance shop responsible for ship's primary and auxiliary mechanical systems.

- Unit awarded the "Blue D" for having the fewest of generator failures in the Atlantic Fleet
- Qualified as Engineering Room Supervisor
- Received Surface Warfare Certification
- Commended for starting "Sailors for Kids" service program
- Recognized for effectiveness in training and development of subordinates

CIVILIAN EXPERIENCE Autobahn Motor Sports (AMS) (2003-2004)

High Performance Mechanic **June 2003 – August 2004**

- Promoted to lead shop mechanic after six months
- Commended for engine maintenance and diagnostic skills
- Selected to lead the AMS Rally Team Pit Crew

ADDITIONAL INFORMATION

- Traveled throughout Europe and Central America
- Fluent in Spanish
- Familiar with most software applications in a Windows environment

A government resume can be converted into a civilian resume as depicted above. All experiences are the same between these two examples, however, the civilian resume follows the general tips provided.

Examples retrieved from Out of Uniform by Tom Wolfe, located in the CRL.

Gerald I. Joe

(123)456-78901400 Monks Ave Apt. 28 Mankato, MN 56001 g.i.joe@gmail.com

OBJECTIVE

Seeking a social work internship focused on work with youth

EDUCATION

Bachelor of Science, Social Work **Anticipated graduation May 2022**

Minor in Communication Studies

GPA: 3.3, Dean's List

Minnesota State University, Mankato – Mankato, MN

Bachelor of Science, Environmental Science **May 2013**

Virginia Military Institute – Lexington, VA

RELATED COURSEWORK

Human Behavior in Social Environment **Global Response to Human Need**

Child-Family Welfare Services **Social Work & Disabilities**

Interview & Counseling Skills **Social Work in the School Setting**

RELATED EXPERIENCE

Community Social Service Project, SOWK 214 Boys Group Volunteer **June 2019**

TEAM Academy

- Worked with a team of four to create and implement a group designed for adolescent boys at TEAM Academy
- Researched, developed, and implemented curriculum to educate the adolescents on issues of bullying, self-esteem, and depression
- Facilitated group and individual discussions with the adolescents to address behavioral concerns in the classroom

MILITARY EXPERIENCE

United States Army, USAG Garmisch - Garmisch-Partenkirchen, Germany

Military Police **May 2013 – July 2018**

- Protect the lives and property on base by enforcing military laws and regulations
- Built and developed effective working relationships with local German law enforcement, co-workers, and the general public
- Answered phones, monitored closed circuit television systems, and alarms
- Handled security issues and/or emergency situations appropriately and in a timely manner
- Reported safety concerns and unusual circumstances both verbally and in written reports

Combat Life Saver Instructor **August 2012 – May 2013**

- Instructed non-medical soldiers on providing advanced first aid/lifesaving procedures beyond the level of self-aid or buddy aid

Provided here, is an example of an individual's resume who returned to school directly out of the military and decided to pursue a field not directly related to military experience. This example highlights the importance of transferrable skills and any relatable experience pertaining to what the resume is being used for; in this examples, that means an internship in social work.

COVER LETTER

CONSIDERATIONS FOR VETERANS

COVER LETTERS

A cover letter, or letter of application, should always accompany your sent resume - whether it is mailed or emailed. For specific positions, your cover letter should be tailored to each individual employer and reflect your interest in the organization or position advertised. You may also want to generate a list of relevant employers and do a general, targeted mailing to all employers in a certain field and geographic location. A professional cover letter should be printed with no errors, on paper matching your resume in a business format. Visit the CDC and schedule an appointment with a staff member to review/critique your cover letter(s).

Use the sample cover letter format on the following pages to help you get started. These are some acceptable formats. Remember, the format of your letter will depend on the amount of information you include, as well as your writing style.

TIPS FOR WRITING EFFECTIVE COVER LETTERS

- Research the organization and use what you learn to address why you are qualified to work with this employer.
- If you have a job description with required or preferred qualifications or a job description, use your cover letter to show how you meet the requirements for the position.
- Use specific skills and examples. Instead of "I'm a people person and I like technology" provide details "During my internship in the Career Development Center, I developed and used strong counseling and customer service skills. At the Mankato Used Record Store, I utilized my strong technological skills to revamp the inventory system and I also redesigned their website."
- Avoid starting every sentence with "I". Use some variety in your sentence structure.
- Employers use cover letters as evidence of your written communication skills. Errors in spelling and grammar are not acceptable.
- Keep your letter short and simple. Your letter should not be more than one page.
- Be sure to sign your letter!
- Don't use contractions.

Additional Tips:

<https://recruitmilitary.com/job-seekers/resource/217-cover-letter-tips-to-help-you-get-noticed>

<https://taskandpurpose.com/career/5-pieces-of-advice-for-veterans-writing-cover-letters/>

<https://www.indeed.com/career-advice/resumes-cover-letters/cover-letter-military>

SAMPLE COVER LETTER

Your Name

Address

City, State, Zip

Phone

Email

Date of Writing

Name of person you are writing to

His/Her Title

Organization name

Street Address

City, State Zip

Dear Mr./Ms. Blank: (Address your letter to a specific person, whenever possible)

Opening Paragraph – Your goal here is to spark interest in the reader. Tell why you are writing. Name the position, field, or general area about which you are applying. Tell how you learned of the opening or organization. Also, share why you are interested in the specific position and organization. Be specific.

Middle Paragraph – Your goal here is to promote your value. Refer to your major, Minnesota State University, Mankato and graduation date. Using the job posting as a guide, mention two or 3 of your qualifications that would be of interest to the employer and **be sure to illustrate the relationship between your skills/experience and the position for which you are applying.**

Additional Paragraph – If you need to add additional supporting paragraphs, note specific experiences such as: clinicals, internships, job shadowing, achievements, and projects that are related to the positions for which you are applying.

Closing Paragraph – Your goal here is to show appreciation. Refer the reader to the enclosed application or resume. List a phone number or e-mail address where you can be reached. Make sure your closing ends on a positive note by thanking the reader for consideration of your application. Let the employer know that you look forward to hearing from him/her soon.

Sincerely,

Your Name

Steven DiMarco

Microsoft Certified Solutions Expert (MCSE)
CCNP and CCNA Data Center
CompTIA Network+ and A+

Sometown, MS 55555 ■ (555) 555-5555 ■ sd@somedomain.com

April 7, 2021

Ms. Gloria Smith
HR Director
ABC Corporation
15 Elm Street
Sometown, MS 55555

Dear Ms. Smith:

If the ideal candidate for the network administrator position advertised on Monster (Ref #11111) should have cross-platform expertise (Unix, Linux, Windows and macOS), knowledge of Cisco networking hardware and experience managing large global data centers, my credentials will be of interest.

Having progressed through promotions since joining the U.S. Marine Corps in 2007, I currently serve as an advanced network administrator. I maintain and optimize secure network communications of both tactical and commercial networks supporting key military operations.

As ABC Corporation seeks to optimize and secure all computer and network components including servers, equipment, wireless access points, cabling, printers and workstations, I can help. Not only do I offer hands-on experience performing high-level administration of network environments, but I also offer a track record of accomplishments that include:

- **Awarded recognition** for serving on team that reconfigured the USMC's Global Broadcast Service | (GBS), providing USMC with an enhanced surveillance tool.
- **Project management** of large-scale initiatives—accomplished on time and with minimal interruptions to daily operations. Recently, my team and I oversaw performance-tuning and rollout of a new SYSLOG server that strengthened authentication, authorization and accountability (AAA).
- **Experience delivering rapid, quality solutions** that have automated network processes, enhanced security and achieved productivity, efficiency and performance gains.

My USMC tour of duty ends in December, and I am motivated to secure a network administrator position in the private sector. You can reach me at (555) 555-5555 or sd@somedomain.com to set up a meeting. Thank you for your time.

Sincerely,

Steven DiMarco

Example retrieved from: <https://www.monster.com/career-advice/article/military-cover-letter>

Jeffrey A. Jones

1322 East Nittany Street
State College, PA 18745

(814)676-1633
jjones@psu.mba.edu

July 15, 2011

Mr. Robert Pearson
Vice President, Quality Assurance
HEMCO
1800 Main Street, Suite 1976
Downingtown, PA 19388-1488

Dear Mr. Pearson,

Last week you addressed my operations management class during your visit to the graduate school of business at the Pennsylvania State University. During your remarks you stressed the importance of both planned and corrective maintenance programs as elements of a productive quality assurance program. I found this information insightful and have incorporated much of it in my operations research thesis. I am writing to thank you for your remarks and to ask you to consider me for the position of Manager of Quality Assurance, as advertised on your website.

On my resume you will see that I served five years in the Navy before enrolling at Penn State for my MBA. Two of those five years were spent as the Main Propulsion Assistant and Quality Assurance Officer on my ship. A major part of my duties included management of the ship's planned and corrective maintenance programs, for which I received a Navy Achievement Medal. My resume also includes an overview of the internship I held last summer at the J.I. Case Corporation, where I helped institute a new statistical process quality control program.

Although not mentioned on my resume, I successfully completed the Navy's schools for material maintenance and quality assurance. Additionally, having grown up on the family farm, I am very familiar with the operation and maintenance of farm and construction equipment.

Please review my resume and contact me if you have any questions. It is a short drive from State College to Downingtown and I would very much appreciate the opportunity to meet with you and interview for the Manager of Quality Assurance position. I will call your office next week to ensure that you received this letter. Thank you very much for your time and consideration.

Sincerely,

Jeff Jones

Examples retrieved from *Out of Uniform* by Tom Wolfe, located in the CRL.

Military Cover Letter Example

Jonathan Smith
E 5th St, Greenville, NC 27858
jonathansmith@frg.com
877-569-7693

January 17, 2020

Comd. K. Braun
U.S. Army - Gresham, OR
830 NW Eastman Pkwy, Gresham, OR 97030
1-888-550-ARMY (2769)

Dear Comd. K. Braun,

I am enclosing my resume file with this cover letter to apply for the job position of **U.S. Army Cavalry Scout**.

Researching information about the vacancy and agency policy, I do not see the better option for myself to become a part of your military staff. For me, to be part of the U.S. Army means to be a true patriot of my country. I know all about your military achievements and successes of your squad, so it is a real honor to be under your command.

My previous work experience was a level lower. I was the eyes and ears of the commander during the battle for more than 3 years - was engage the enemy in the territory, report their movement, and manage the employment of weapon systems to their positions. It was the best job, but after further training, I aspire to a new place at a higher level. My skills and experience will be more than enough to cope with any obligations in this position — full list and recommendations you can find in the resume document.

I'm very ambitious and ready to show the best progress during operations. My mission is to serve this country, so I'm ready to start as soon as possible. Ready to demonstrate physical state and interpersonal skills during the interview.

Thank you for your time and consideration in advance!

Best regards,

Jonathan Smith

Example retrieved from: https://federalresumeguide.com/military-cover-letter-sample/#Military_Cover_Letter_Example

NETWORK

Networking is simply about building relationships—connecting with someone else. The goal of networking is to find out how you can benefit that other person. What do you have to offer? Is it your skills, personality, connections for them perhaps? Networking is the most effective way to find a job or internship. The more people you know, the more resources you have for information or opportunities that might interest you.

What networking is NOT :	What networking IS :
<ul style="list-style-type: none"> • Schmoozing or trying to win someone over • Constantly contacting human resources • Getting something from someone • Begging strangers for a job 	<ul style="list-style-type: none"> • Establishing mutually beneficial relationships • Locating and meeting new people everywhere • Reaching out to those who can help you in your field • Understanding what you have to offer and how you can help someone • Being open and receptive to any opportunities that may be available to you

Candid Career Video - Networking 101

<https://www.candidcareer.com/video-networking+101,1e866306e9b5f012419c,MNSU>

Frequently Asked Questions

Q: How can I prepare myself?

A: Know why you are networking and be prepared to be honest about that with the people with whom you network. Are you exploring majors and careers, or are you interested in employment? Research the contact's organization as much as you can prior to meeting them.

Q: How do I establish my network?

A: Brainstorm, categorize and prioritize the names of people you think can assist in your job search.

Q: How do I keep track of my network?

*A: Create a document containing names, jobs, contact information, and how you know them so you are able to call upon these connections later. *example in Mission Transition, Pg. 131, located in CRL*

Q: How do I establish my online network?

A: From here on out, connect with your classmates and folks at organizations you would one day like to work with. Join LinkedIn.com and completely fill out your profile. Use LinkedIn as your online database -- once you collect a business card, go online and request a connection.

People in your network:

- Family, friends, and/or acquaintances
- Military relationships
- Professional organization contacts
- People met at conferences, meetings, or career fairs
- Faculty/academic advisor/ career counselor
- Past supervisors (work/internship)
- Past colleagues/clients
- Alumni
- Members of extracurricular organizations

* Connect with us! [linkedin.com/in/career-development-center](https://www.linkedin.com/in/career-development-center)



What is Networking?

LinkedIn is the largest online business network website worldwide with more than 32 million users and growing (Vermeiren, J., 2009). It is a platform to provide visibility, the opportunity to connect with others, help others and be helped by them. You have the opportunity to manage your own profile, newsfeed, apply for jobs, as well as start and maintain relationships.

Elevator Pitch for Networking:

An elevator pitch is designed to be a short explanation to introduce yourself and hook the listener to want to continue the conversation, leading to an interview, further questions, or establishing a strong network to pass along opportunities of interest.

Example: Conference. Mr. Smith, sitting next to you at lunch, asks “Who are you?” or “How is the conference going for you?”

Goal: To answer the question, open a conversation, and connect with someone to talk to about your academic and career interests.

1. Introduce yourself to start a conversation which supports your interests and goals.

Ex: “I am in my 1st year at Minnesota State University, Mankato. After serving for 7 years in the U.S. Navy as an Aviation Electrician’s mate, I decided to pursue a degree in Electrical Engineering. With being in academics, I decided to join this conference to get a better understanding of business. I have learned a lot so far that will be an asset if I ever start my own company.”

2. Provide a brief history of experiences
3. Apply your experience to the position (if applicable)
4. Ask to speak with them further/interview

Ex: “Do you have some time today for me to ask some questions about your work?”

Q: Why Is Having An Elevator Pitch So Important?

A: You only have 30-60 seconds to make a powerful first impression. The attention span of the average person is just 30 seconds before their mind starts wandering.

Candid Career Video - Elevator Pitch

https://www.candidcareer.com/videoelevator+pitch_ed5fdd900a274930252f,MNSU

<i>Concise</i>	no longer than 30-60 seconds
<i>Clear</i>	Use language that everyone understands - No fancy words
<i>Powerful</i>	Use words that are powerful and strong
<i>Visual</i>	Create a visual image for listener’s mind, making it more memorable
<i>Tell a (Short) Story</i>	A good story is essentially this: someone with a problem either finds a solution or faces tragedy. Either type of story can be used to illuminate what you do

<i>Targeted</i>	Tailor to audience: If you have a target audiences that are vastly different, you might want to have a unique pitch for each
<i>Goal Oriented</i>	An Elevator Pitch is designed with a specific outcome in mind - What is your desired outcome?
<i>Has a Hook</i>	This is the element that literally snags your listener’s interest and makes them want to know more
<i>Practice</i>	Run it by as many people as possible. Get feedback. Take your final elevator pitch and write it down. Practice it!
<i>Continue to Improve</i>	Listen for phrases that you think could make your pitch clearer and impactful. Every once in a while you will probably benefit by starting from scratch because things always change: you, your goals, and your interests

Additional Tips:

<https://recruitmilitary.com/job-seekers/resource/756-how-to-craft-a-memorable-elevator-pitch>

<https://www.vfw.org/media-and-events/latest-releases/archives/2017/4/creating-a-powerful-elevator-pitch>

<http://content.veteranjobs.stripes.com/Self-Help/Successful-Elevator-Pitches-in-7-Parts>

Informational Interviews:

Informational Interviews are designed to get your foot in the door, establish a connection, and learn more about the field of interest.

How to Start:

1. Commit to a schedule (connecting with 2 people a day is over 500 contacts a year)
2. Send an email or call the contact:
 - o Introduce yourself; mention the name of the person who referred you
 - o Explain the reason for your contact
 - o Do NOT ask for a job – ask for more information on a topic or even better, a 20-45 minute informational interview
3. Send a resume and cover letter to the contact to provide context. Explain in the letter that you have enclosed your resume only so that he/she/they might review it and give you suggestions as to your qualifications for the industry
4. Send a thank-you email or mailed letter following the response or informational interview

*Within The Transitioned Veteran: Success Beyond Service located in the CRL, 54 veteran stories are shared and encourage networking with all of them.

*The 20-Minute Networking Meeting located in the CRL, Pg. 65, is another great resource to learn about networking tips and strategies.

Informational Interviewing

Interview Preparation Resources:

Job Searching in Pandemic Times, Pg. 101, located in CRL

Mission Transition, Pg. 183, located in CRL

<https://www.thebalancecareers.com/how-to-prepare-for-a-job-interview-2061361>

<https://www.military.com/veteran-jobs/career-advice/interview-tips/sample-interview-questions-for-military-veterans.html>

BEHAVIOR-BASED INTERVIEWING

The basic premise behind behavioral-based interviewing is this: The most accurate predictor of future performance is past performance in a similar situation.

Employers predetermine the skills that are necessary for the job for which they are hiring and then ask very pointed questions to determine if the candidate possesses those skills (see the job description or announcement).

In the interview, your responses need to be specific and detailed. Tell the interviewer about a particular situation that relates to the question, not a general one. Utilize the STARR Technique to outline your answers. This will help you with a succinct, example-based story.

Situation:	Set up your story—what was the situation?
Task:	What did you need to accomplish?
Action:	How did you contribute to the outcome? What role did you play?
Result:	What was the outcome? What happened?
Relate:	Explain how what you learned in this example relates to the position you are applying to.

Always listen carefully to each question, ask for clarification if necessary, and make sure you answer the question completely.

Your resume will serve as a guide when answering questions. Refresh your memory regarding your achievements in the past couple of years.

Sample Behavior-Based Interview Questions:

1. Give me a specific example of a time when you used good judgment and logic in solving a problem.
2. By providing examples, convince me that you can adapt to a diverse variety of people, situations and environments.
3. Describe a time on any job that you held in which you were faced with problems or stresses that tested your coping skills.
4. Give me an example of an important goal which you had set in the past, and tell me about your success in reaching it.
5. Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.

Ask the Interviewer Questions:

It is important to remember that an interview is reciprocal- the employer is interviewing you to see if you fit within the company but you also need to interview them to decide if it is a good fit for you. Following interviews, you are allowed time to ask interviewers about inquiries you have about the position, the office or company, and even the interview process. Here are some tips to consider:

- Prepare 3-5 questions in case any of them are address during the interview
- Think about what you are curious about outside of the job description
 - *Example:* work environment, their personal perspective of the company, work vs. life balance, personal difficulties within role
- Research the company – ask about any questions you come across through your search
- Remain professional – all questions should still revolve around the position interviewing for so remember who your audience is

Examples Questions:

Q: What is the office and team culture like?

Q: What professional development opportunities are available to those in this position?

Q: What is one reason you have stayed in your position or within the company?

Additional Resources and References:

<https://www.themuse.com/advice/51-interview-questions-you-should-be-asking>

<https://www.indeed.com/career-advice/interviewing/questions-to-ask-in-an-interview>

<https://www.monster.com/career-advice/article/100-potential-interview-questions>

Interview Question Examples:

<https://www.interviewgold.com/advice/the-star-method-to-answer-questions/>

<https://www.loc.gov/vets/civquestions.html>

<https://www.indeed.com/career-advice/interviewing/interview-questions-for-military-veterans-with-example-answers>

<https://www.careeronestop.org/Veterans/JobSearch/Interviews/common-interview-questions.aspx>

**Additional interview question examples available in Career By Design, Pg. 82, located in the CRL*

Thank-You Note Samples:

The thank-you letter is key to effective interview follow-up! This is an essential piece of the job search and can play a significant role in the hiring process. Typically a thank you is sent within 24 hours of the interview, and is used to express your appreciation as well as to strengthen your candidacy for the position. Try to send a thank you to each individual participating in the hiring process. If this is not feasible, then send a thank you to your interview 'host' or to the highest ranking manager you met with, and include a request to extend your thanks to the entire group.

Thank-you letters can be hand-written (neatly and on professional appearing stationary), printed and sent in the mail, or emailed. Hand-written letters may be more fitting for an organization in which you made a very close connection; while a printed or emailed thank you tends to work better for a conservative organization or if you have poor handwriting. Emailing a thank you may also be necessary when hiring decisions are going to be made faster than when a thank you will reach them via mail. Don't forget to send a thank you to those with whom you have had informational interviews as well as those individuals who serve as your references. The following is a suggested format for thank-you/follow-up letters.

THANK-YOU THE FOLLOWING LETTER FORMAT/FOLLOW-UP LETTER

Your Street Address

City, State Zip Code

Date

Name of person you are writing to

Title

Organization or Company name

Street Address

City, State Zip Code

Dear Mr./Ms. Blank:

First Paragraph – Express appreciation for being granted the interview and for the courtesies extended to you by the interviewer. Indicate the job for which you were interviewed, where the interview was conducted, and the date. Perhaps you will want to recall some pleasant incident that took place during the interview.

Second Paragraph – Reaffirm your interest in the job or position for which you were interviewed. Briefly cover your reasons for wanting this type of work. Indicate that you are available for further interviewing at their convenience.

Sincerely,

Your handwritten signature – blue or black ink

Type your name

SAMPLE THANK-YOU LETTER

Michael Sellars
555 20th Street
Mankato, MN 56001
(507) 555.1212
michael.sellars@hotmail.com

October 19, 2019
Dr. Joan Nagle
Technical Design Group Director
Engineering Systems Inc.
81796 Gulick Road
Charlotte, NC 28235

Dear Dr. Nagle:

Thank you for interviewing me on October 18, 2019 for the Associate Electrical Engineer position. I enjoyed meeting you and learning more about your role in research and design.

The interview strengthened my enthusiasm for the position and my interest in working for Engineering Systems, Inc. I believe my education and cooperative education experiences fit nicely with the position requirements. I specifically feel that my experience designing test boards and circuit modifications to test design improvement, as well as circuit testing and result documentation, will allow me to immediately contribute to your organization.

I would like to reiterate my strong interest in the Associate Engineer position and in working with you and your staff. Please call me at the telephone number listed above if I can provide you with any additional information.

Again, thank you for the interview and for your consideration.

Sincerely,

(signature)

Michael Sellars

Secure the Job

Salary Negotiation:

Always try to negotiate your salary or compensation. It does not hurt to ask if the salary is negotiable. Sometimes, employers are obligated not to negotiate with you unless you ask.

It is appropriate to discuss salary when the job offer is on the table or the employer brings it up first. However, you have the most negotiating power if there is an offer on the table. In this situation, they have chosen you for this position and now you have an advantage. Sometimes salary will come up earlier in conversations and in this case, just be prepared to talk in an educated manner about the subject.

Tips for negotiation:

- Do not be the first person to mention a number. If they say a number first, that gives you more leverage. If asked how much you are looking to make, respond back by asking the salary range for the position. This way, they mention the numbers first and you better understand what the parameters are for negotiating.
- Do research ahead of time! Look at resources such as www.salary.com, www.indeed.com or www.wageproject.org/. Also ask people in the field what an entry-level____ can expect to earn. If you understand what the fair market value is for a position, you can talk in a respectful way about what you deserve to get paid.
- Factor in location when researching salaries. Salaries tend to be higher in large metro areas in comparison to small rural communities.
- Have a range in mind based upon your research of the market value of your assets, your education, and experience. Your range should start with the minimum figure acceptable to you and go somewhat higher than your desired figure.
- Always start with a figure higher than your ideal. This gives you room to negotiate down and still result in the number you were hoping for.
- Know your bottom line! At what point are you willing to walk away?
- Be creative in your negotiations. Sometimes you cannot negotiate your gross pay, but you can negotiate when you might receive your first review and a raise, what percentage of a bonus you will receive, additional vacation time, or professional development funds. Think outside of the box.

Salary Requirements or Salary History

Experts on salary negotiation suggest that you not be the first to name a salary figure. Leave this field blank on an application, or if asked during an interview, reply "I will consider any reasonable offer."

Other suggestions for dealing with applications or want ads that request a salary requirement are to state that the salary is negotiable, or that you expect to earn market value for someone in your field. If an employer insists that your salary requirements be stated in your cover letter, we suggest you give a range with low end 10% higher than your target salary.

For example, a sentence such as "As a new graduate, I do not have a professional salary history at this time. However, based on the research I have done, I would be willing to start salary negotiations between \$____ to \$____" Or, "As for my salary requirements, I feel a salary in the range of \$__ , ____ to \$__ , ____ would be acceptable for this position."

Candid Career Video – Salary Negotiation Tips

<https://www.candidcareer.com/video-salary+negotiation,2c8cd6ff8320bafb8452,MNSU>

Reality Check:

The Reality Check can help you determine the base salary you would need to maintain your desired living style. By answering the various questions, you will be able to find a specific number, allowing you to conceptualize your needed income. By having this number, you are able to prepare for upcoming salary negotiations. It can be found at the following link: <https://careerwise.minnstate.edu/careers/realitycheck.html>

*If looking for working outside of Minnesota, google “reality check (state of choice)”. Almost every state has a reality check system available.

Best Salary for Your Field:

It is important to do your research on salary ranges for your field and location. To do this, it will be important to check the following resources to get the understanding of salary ranges for your level of experience, field, and location.

Tools for Getting Started with Research:

O’Net: <https://www.onetonline.org/>

Occupational Outlook Handbook: <https://www.bls.gov/ooh/>

Reality Check: <http://careerwise.minnstate.edu/careers/realitycheck.html>

MN Salary Info: <http://careerwise.minnstate.edu/jobs/jobSearch#>

NACE Salary Survey: <https://www.mydigitalpublication.com/publication/?m=63572&salary.com>

Government Funded Workplace: Check their Human Resources website, as salary information may be public

Learn About Benefits:

Always try to negotiate your salary or compensation. It does not hurt to ask if the salary is negotiable. Sometimes, employers are obligated not to negotiate with you unless you ask.

It is appropriate to discuss salary when the job offer is on the table or the employer brings it up first. However, you have the most negotiating power if there is an offer on the table. In this situation, they have chosen you for this position and now you have an advantage. Sometimes salary will come up earlier in conversations and in this case, just be prepared to talk in an educated manner about the subject.

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- Do research ahead of time! Look at resources such as www.salary.com, www.indeed.com or www.wageproject.org/. Also ask people in the field what an entry-level ____ can expect to earn. If you understand what the fair market value is for a position, you can talk in a respectful way about what you deserve to get paid.

- Factor in location when researching salaries. Salaries tend to be higher in large metro areas in comparison to small rural communities.
- Have a range in mind based upon your research of the market value of your assets, your education, and experience. Your range should start with the minimum figure acceptable to you and go somewhat higher than your desired figure.
- Always start with a figure higher than your ideal. This gives you room to negotiate down and still result in the number you were hoping for.
- Know your bottom line! At what point are you willing to walk away?
- Be creative in your negotiations. Sometimes you cannot negotiate your gross pay, but you can negotiate when you might receive your first review and a raise, what percentage of a bonus you will receive, additional vacation time, or professional development funds. Think outside of the box.

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For example, a sentence such as “As a new graduate, I do not have a professional salary history at this time. However, based on the research I have done, I would be willing to start salary negotiations between \$___ to \$_____” Or, “As for my salary requirements, I feel a salary in the range of \$__ , ___ to \$__ , ___ would be acceptable for this position.”

Review the company website to see what information is provided by human resources to provide you with context for benefit considerations. The following example demonstrates the importance of considering benefits as part of the salary negotiation.

Salary

When negotiating your salary, remember that it is not just about the dollar amount they offer you. Also consider items like retirement and healthcare benefits, vacation time, childcare coverage, company vehicles and cell phones, reimbursement programs for professional development, moving expenses, gym memberships, parking permits, etc. These all add up and contribute to your total compensation package. To better illustrate this:

	<u>Company A</u>	<u>Company B</u>
Base Salary	\$30,000	\$35,000
Medical	\$0	\$840
Parking	\$0	\$912
401K Match	\$1,500	\$0
	10% contribution	10% contribution
	Match 1st 5%	No Match
Perks	\$2,000	\$0
Taxes	\$7,290	\$8,505
27% taxable income		
Actual Compensation	\$26,210	\$24,743

Additionally, it can be beneficial to talk to other staff members to learn about the company benefits, especially if there are multiple benefit packages to choose from.

Additional Resources:

Out of Uniform, pg. 216, located in CRL

Veterans: Do this! Get hired!, pg. 63, located in CRL

<https://www.roberthalf.com/blog/salaries-and-skills/be-ready-for-salary-negotiations-with-these-8-tips>

<https://www.thebalancecareers.com/salary-negotiation-tips-how-to-get-a-better-offer-2063439>

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