

Military to Civilian Transition Resume Outline

Contact Information

- Full Name
- Phone Number
- Email Address
- LinkedIn Profile (optional)
- City, State

Summary Statement

- Brief, tailored overview of your skills, experience, and career goals
- Highlight transferable military skills and adaptability

Core Competencies / Skills

- List key skills relevant to your target civilian roles (leadership, project management, etc.)

Professional Experience

Military Service

- Branch of Service, Rank
- Location, Dates
- Role/Title (Translate into civilian-equivalent where possible)
- Accomplishments, duties, and quantifiable results (bullet points)

Civilian Work Experience (if applicable)

- Company/Organization Name
- Role/Title
- Location, Dates
- Key responsibilities and achievements (bullet points)

Education

- Degree(s) and Certificate(s)
- School/Institution Name
- Location, Graduation Date

Certifications & Training

- Relevant certifications (ex: Project Management Professional, IT certifications)
- Military training courses relevant to civilian roles

Awards & Achievements

- Military honors and recognitions (with civilian translation where possible)
- Workplace awards

Volunteer Experience (optional)

- Organization Name
- Role/Title
- Location, Dates
- Responsibilities and impact

