



Millions are counting on us.  
We're counting on you.



To successfully transition from a military to civilian career, you need to find the right job and make a great (and fast) first impression with a recruiter. Here are some tips to help you do just that:



Attend one of our Barracks to Business (B2B) Workshops to gain skills in resume building, interviewing and networking.



Search jobs on our Veteran recruitment page ([NorthwellCareers.com/Veterans](http://NorthwellCareers.com/Veterans)) and insert your MOS code to find openings that match your qualifications or search by job function.



Before applying, thoroughly review the job description to ensure you have the required qualifications.



Tailor your resume to the specific position you're applying for.



Highlight your work history and the necessary knowledge, skills, abilities, and qualifications of the job.



Start with a short overview stating that you are a veteran, and how your experience makes you the perfect candidate for the job you're applying for.



Write your work experience in bullets, not paragraphs. Bullets should detail impact, scope of responsibilities and specific data such as number of people trained, supervised or lead and budgetary amounts you were responsible for.



Resume should always include:

- Simple formatting
- Consistent font style and sizes
- Current contact information
- Two page maximum length
- Blue or black color
- Month and year of employments and education
- Spelling and grammar accuracy (duties and work experience that are not currently being performed should be in past tense)



Avoid:

- Loud colors
- Inappropriate email addresses
- Medals and awards (civilian recruiters do not understand what they are and how they are relevant to the position)
- "I" statements
- Military jargon/acronyms
- Summary of qualifications