

1.5 Activity: Where Are You Now?

Take a few minutes to complete the following sentences. Be prepared to share your answers with the group.

1. My current job in the military is...

2. What I find most rewarding about my job is...

3. Some of the strengths I've developed are...

4. After the military, I want to...

5. What I hope to gain from this course is...

GAP Analysis

Part B: Assessing the Salary and Labor Market for the civilian occupation

After completing Part A: Filling in the Gap, complete the Labor Market Information (LMI) for the civilian occupation using My Next Move for Veterans.

Location:

What is your preferred geographic location of relocation (city/state)?	
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Salary:

What is the salary range for this occupation?	
What is the salary range for this occupation in my preferred location (city/state)?	
Does the salary range fit my requirements?	

Job Outlook:

What is the outlook for this occupation in your preferred state?	
What geographic locations (city/state) has a better outlook?	
Which location(s) (city/state) would you be willing to relocate to?	

Final Analysis:

Based upon "Filling in the Gap", Salary, and Outlook, is this a good job to pursue?	
List 2 alternative jobs that you can explore to expand your options. If needed, repeat GAP Analysis with each alternative job.	

My Next Steps, based on Part A and B of Gap Analysis:

2.5 Activity: Final Analysis

STEP	ACTION				
1	<p>Using the Gap Analysis, Part B, determine if you want to pursue this occupation.</p> <ol style="list-style-type: none"> If so, proceed to the next step. If not, repeat the research process using a different occupation. <p style="text-align: center;">Final Analysis:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Based upon "Filling in the Gap", Salary, and Outlook, is this a good job to pursue?</td> <td style="width: 50%;"></td> </tr> <tr> <td style="padding: 5px;">List 2 alternative jobs that you can explore to expand your options. If needed, repeat GAP Analysis with each alternative job.</td> <td></td> </tr> </table>	Based upon "Filling in the Gap", Salary, and Outlook, is this a good job to pursue?		List 2 alternative jobs that you can explore to expand your options. If needed, repeat GAP Analysis with each alternative job.	
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List 2 alternative jobs that you can explore to expand your options. If needed, repeat GAP Analysis with each alternative job.					
2	<p>Determine the job outlook and salary based on your current or desired working location.</p>				
3	<p>Complete the Location, Salary, Job Outlook, and Final Analysis sections on the Gap Analysis, Part B.</p> <p style="text-align: center;">My Next Steps, based on Part A and B of Gap Analysis:</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>				

Section 3 Preparing for Success



Your next steps may be to pursue an education for your new career, but you may still need to work while you progress toward your goals. Your first job after the military may be your first steppingstone toward achieving your goal, or your goal might change over time.

This section will provide you with the skills and documents you need to apply for a job. You will learn how to:

- ▷ Adjust to the civilian workplace.
- ▷ Create an employment history outline.
- ▷ Identify the basic sections of a resume.
- ▷ Draft your professional introduction.
- ▷ Network.
- ▷ Create an effective LinkedIn profile.

Let’s take a short quiz over some of your ideas about the employment process.

Read each statement and indicate whether it is true or false.	True	False
1. Given two qualified job applicants, employers will usually hire a Veteran over a non-Veteran.		
2. The same job you had in the service will pay up to twice as much in the private industry.		
3. Military skills transfer to civilian jobs without additional training.		
4. Civilian employers believe that members of the military do not deal with profit and loss.		
5. Most employers have had enough military experience to be able to understand military language.		
6. Most employers are skilled at selecting new employees.		
7. You may have to overcome an employer’s negative reaction to Veterans to get a job.		
8. Veterans must build a network of job contacts as part of their job search.		
9. Collecting unemployment compensation can hurt your pride and self-respect.		
10. After military service, you may have to take a lower-level job than someone of your age who has not been in the service.		
11. A good resume will get you a job.		
12. In a job interview, you should always address the interviewer as “sir” or “ma’am,” just as you would in the military.		

3.4 Employment History Outline

The first document you will prepare is your employment history outline, which is a comprehensive list of all your job titles, duties, employers, and employment dates. The outline will help you determine the most effective way to discuss your work history, create your professional introduction, write your resume, and fill out job applications.

If you need assistance remembering dates, job titles, etc., refer to your VMET or other military documentation. Once you have the preliminary information, you can go back and write down your job duties later.



3.5 Activity: Create Your Employment History Outline

Start by filling out your current or most recent employer’s name and location, your job title, start date, and completion date. Be sure to include paid and unpaid positions as well, such as volunteer work.

1. Employer Name & Location:	
Job Title:	Date:
2. Employer Name & Location:	
Job Title:	Date:
3. Employer Name & Location:	
Job Title:	Date:
4. Employer Name & Location:	
Job Title:	Date:
5. Employer Name & Location:	
Job Title:	Date:
6. Employer Name & Location:	
Job Title:	Date:

3.10 Activity: Creating an Achievement Statement with STAR

Step 1

Take one job responsibility (use the VMET) or task in your position and write it down in the box provided below.

Step 2

Review the job responsibility and ask yourself the following questions?

- Did I implement any new processes to improve things?
- What did I do that went above and beyond my normal responsibilities?
- What problems did I solve and what skills did I use to solve it?

Step 3

Use the STAR method to create your achievement statement.

The STAR Method	
S – Situation	Think of a specific time or circumstance when you used this skill; define the general context of that situation.
T – Task	Name the key objective you were responsible for in that situation or the challenges/obstacles you had to overcome.
A – Action	Describe what you did to complete the assigned task; emphasize the skills and resources involved.
R – Result	Summarize the outcome and how you specifically contributed; describe the improvements and/or benefits.

**Step
4**

Take the information from the Action and Result areas to create your achievement statement below. Start with a powerful action verb and use numbers to quantify your achievements, if applicable.

STAR Achievement Statement

3.11 Professional Introduction

Your professional introduction (also known as an elevator speech or 30-second introduction) helps set the stage for productive conversations with prospective employers or members of your job search network. It helps you prepare your response to the “Tell me about yourself” question that is asked in most formal or informal networking events or job interviews.

You need multiple versions of your introduction that are customized for different audiences and purposes. Use your employment history outline and resume to help you identify previous experiences you want to discuss that can help you connect to your target audience.



How to Prepare a Professional Introduction

1**Introduce yourself.**

Whether it is at an event, interview, or anything in between, start off with an introduction. Give your full name, smile, extend your hand for a handshake, and add a nice greeting like, “It’s nice to meet you!”

2**Provide a summary of what you do.**

Provide a brief summary of your background. You should include the most relevant information like your education, work experience, and/or any key specialties or strengths.

3**Explain what you want.**

This step will depend on what you are using the introduction for. This is a good opportunity to explain the value you bring, why you are a good fit for a job, or generally what your audience must gain from your interaction.

4**Finish with a call to action.**

End your professional introduction by asking for what you want to happen next. Examples can include asking for a meeting, expressing interest in a job, or confirming you fully answered an interview question.

Tips on How to Deliver Your Professional Introduction


- **Take your time.**
A professional introduction is a quick conversation by nature. Keep it short but try not to speak too fast.
- **Practice. Practice. Practice.**
Memorize a general outline or key points to keep the introduction conversational without sounding too rehearsed in your delivery. The more you practice, the better you will be.
- **Avoid niche words and phrases.**
Using military acronyms can confuse or alienate your audience. Try to translate the military acronyms into civilian terms.
- **Express confidence.**
Even the best professional introduction can lose its effectiveness if your delivery lacks confidence. Keep your chest high, shoulders back, and smile.


3.12 Activity: Draft Your Professional Introduction Statement

Below are sample statements to help guide you in prepping your professional introduction.

STEP	ACTION
<div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">1</div>	<p>Introduce yourself. Give your full name, smile, extend your hand for a handshake, and add a nice greeting like, "It's nice to meet you!" "Hi, my name is Ana Lopez. It's nice to meet you."</p>
<p style="text-align: center;">Your Statement</p>	

STEP	ACTION
<div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">2</div>	<p>Provide a summary of what you do. Include the most relevant information like your education, work experience, and/or any key specialties or strengths. "I recently completed my service with the Marine Corps as a pilot. I have over 20 years of experience flying all sorts of aircrafts. I am certified as a flight instructor."</p>
<p style="text-align: center;">Your Statement</p>	

STEP	ACTION
	<p>Explain what you want. This is a good opportunity to explain the value you bring, why you are a good fit for a job, or what your audience must gain from your interaction. “I’m interested in being a flight instructor with your company. I would love the opportunity to put my expertise to work for your company.”</p>
<p>Your Statement</p>	

STEP	ACTION
	<p>Finish with a call to action. Examples can include asking for a meeting, expressing interest in a job, or confirming you fully answered an interview question. “Would you mind if I set up a quick call next week for us to talk about any upcoming opportunities on your team?”</p>
<p>Your Statement</p>	
<p>Completed Professional Introduction Example:</p>	<p>“Hi, my name is Ana Lopez. It’s nice to meet you. I recently completed my service with the Marine Corps as a pilot. I have over 20 years of experience flying all sorts of aircrafts. I am certified as a flight instructor. I’m interested in being a flight instructor with your company. I would love the opportunity to put my expertise to work for your company. Would you mind if I set up a quick call next week for us to talk about any upcoming opportunities on your team?”</p>

Use this box to draft your professional introduction.



3.13 Networking

Statistically, 60-80% of jobs are found through networking. Every single person that you know, meet, and interact with is a member of your network. People play various roles in your network by providing access to different information, resources, or connection opportunities. But it is important to remember that networking is a mutually beneficial process. You never know when your skills and resources can prove to be beneficial to others in your network.

3.14 Activity: Identify Your Network Contacts

The good news is that you already have a network of people in your contacts that can help you with your employment process. Use the categories in the chart below to begin brainstorming the names of people you think can give you useful guidance or information on your job search.





Notes

To complete this process on your own with a job posting that you are interested in, complete the following steps.

Steps	Actions												
1	Select a job posting.												
2	Thoroughly read the job description, paying close attention to the position requirements, qualifications, and responsibilities.												
3	Review the job announcement for keywords and phrases that provide insight into the company’s mission, values, and organizational culture.												
4	<p>Use the chart below to document the keywords and job requirements from the job posting, as well as your qualifications. Check to see how you meet and exceed the job requirements to determine if you are a qualified candidate.</p> <table border="1" data-bbox="396 768 1416 1499"> <thead> <tr> <th colspan="3" data-bbox="396 768 1416 858">Job Posting Analysis: Keywords and Details</th> </tr> <tr> <th data-bbox="396 858 727 940">Keywords & Phrases</th> <th data-bbox="727 858 1084 940">Job Requirements</th> <th data-bbox="1084 858 1416 940">My Qualifications</th> </tr> </thead> <tbody> <tr> <td data-bbox="396 940 727 1398"></td> <td data-bbox="727 940 1084 1398"></td> <td data-bbox="1084 940 1416 1398"></td> </tr> <tr> <td colspan="3" data-bbox="396 1398 1416 1499"> <p style="text-align: center;">Am I qualified to apply to this job? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> </td> </tr> </tbody> </table>	Job Posting Analysis: Keywords and Details			Keywords & Phrases	Job Requirements	My Qualifications				<p style="text-align: center;">Am I qualified to apply to this job? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
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Keywords & Phrases	Job Requirements	My Qualifications											
<p style="text-align: center;">Am I qualified to apply to this job? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>													
5	<p>Ask yourself: “Am I qualified to apply to this job?”</p> <ol style="list-style-type: none"> a. If no, go back to your list of job postings and look for another job that is a better match for your qualifications. b. If yes, continue to Step 6. 												
6	<p>Ask yourself “Will this job help me reach my goals?”, “Does the job description interest me?”, and “Can I see myself working in this job for 8 hours a day?”</p> <ol style="list-style-type: none"> a. If yes to all these questions, you may be ready to apply for the job! 												