

PROFESSIONAL WORKSHOP

# Turn Your Military Experience into Career Opportunities

## Build Your Skill Passport and Match to Jobs

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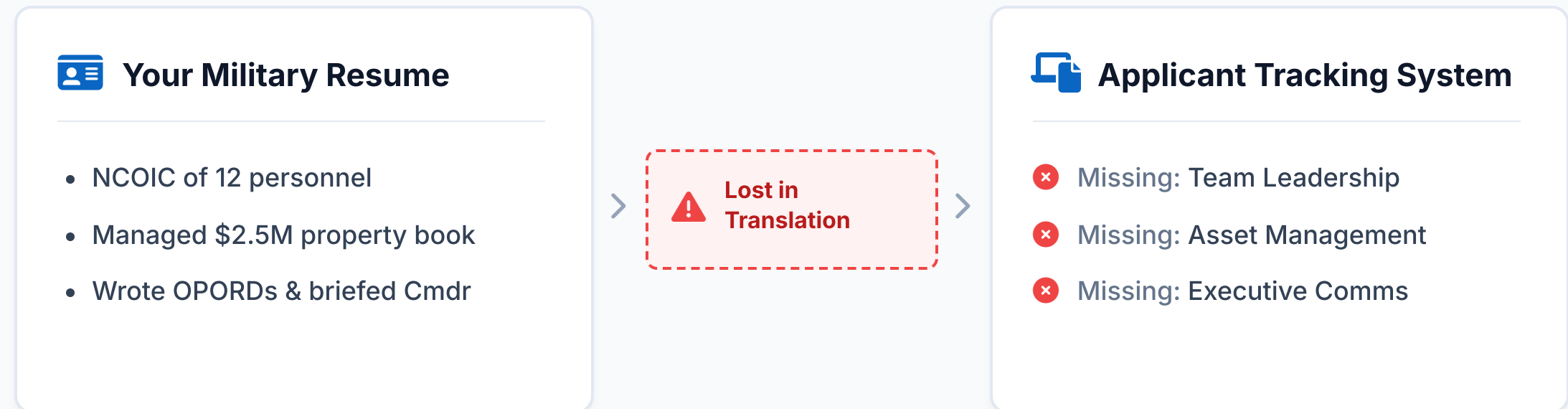


**Outcome Focus**

Make your diverse skills visible, easily measurable, and instantly employer-readable.

# The Problem: The Translation Gap

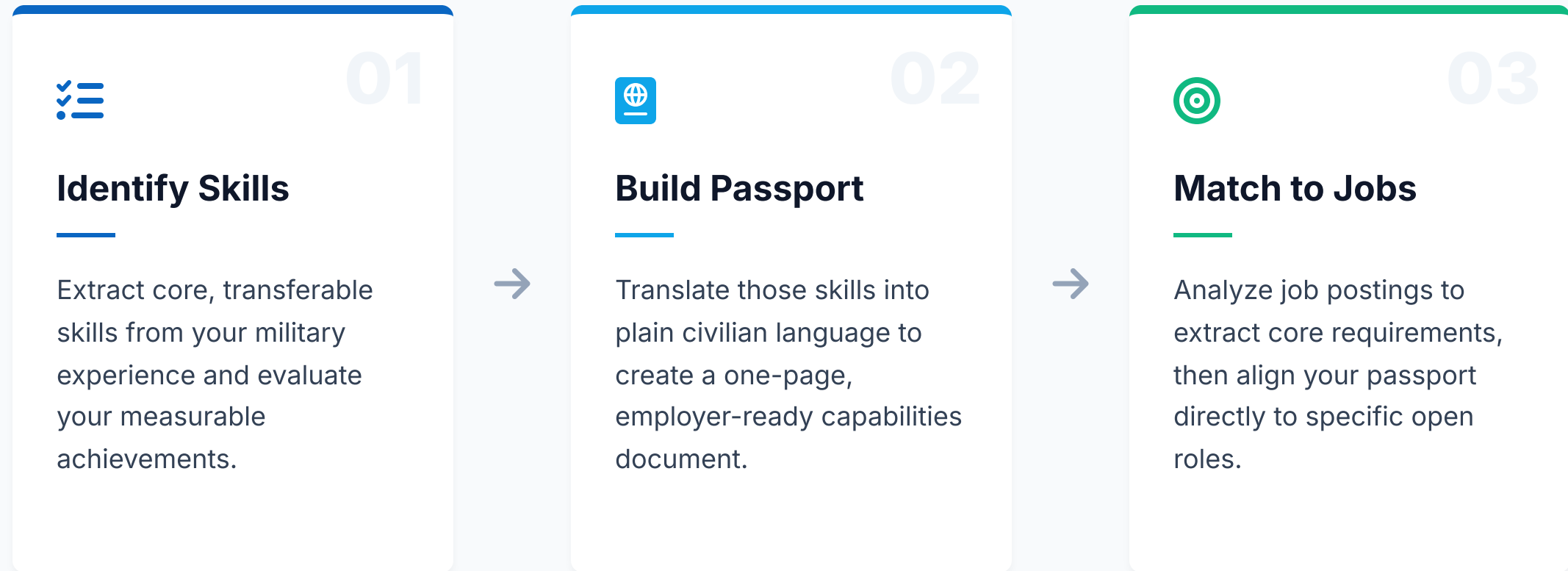
You have the skills, but automated hiring systems and civilian recruiters don't speak military.



**Core Message:** Veterans already possess highly transferable skills. The true challenge is making those skills visible, easily measurable, and instantly understandable to a civilian employer.

# The 3-Step Translation Pathway

A systematic approach to turn your military service into a clear, hired outcome.



**i** This workshop will walk through all three steps with active templates and live examples.

# Step 1: Identify Transferable Skills

Recognize the core civilian capabilities you built during your military service.



## Leadership

Guided diverse personnel to achieve high-stakes objectives and maintained team morale.



## Project Management

Planned, resourced, and executed complex operations on time and within critical scope.



## Team Coordination

Aligned cross-functional units and external partners to support overarching missions.



## Risk Assessment

Evaluated operational hazards and implemented proactive mitigation strategies.



## Process Improvement

Streamlined logistics and administrative workflows to significantly boost efficiency.



## Training & Dev

Onboarded, mentored, and systematically evaluated personnel to ensure readiness.



## Crisis Management

Maintained composure and made critical, data-driven decisions in high-pressure scenarios.

 **Key Takeaway:** Start swapping out military terminology for these universal business keywords today.

# Translate Military Jargon into Civilian Value

Employers rely on keyword matching. Swap military terminology for universal business language.

## MILITARY RECORD LANGUAGE

 Commanded a squad of 12 soldiers

 Responsible for \$2M in government property

 Wrote OPORDs and briefed the Battalion Cmdr

 Conducted daily pre-combat inspections (PCI)

 Served as NCOIC of logistics operations

 Executed TDY missions globally




## CIVILIAN EMPLOYER TRANSLATION

 **Managed and mentored a team of 12 personnel**

 **Directed \$2M in company assets and equipment**

 **Developed strategic plans & briefed executive leadership**

 **Performed daily quality assurance & compliance checks**

 **Acted as Operations Manager for logistics division**



 **Completed global deployments managing complex projects**

# Step 2: What is a Skill Passport?

A targeted, one-page document that translates your value into civilian terms.



## The Definition

Unlike a chronological resume, a Skill Passport groups your experience by **competency** rather than by timeline or rank.



## Why It Works for Veterans

- Bypasses confusion over military job titles
- Highlights universally valued soft skills
- Connects directly to civilian job descriptions
- Provides a quick, scannable summary for recruiters

## Core Components



### One-Page Format

Concise, punchy, and highly scannable.



### Employer-Readable

Uses civilian industry keywords, zero acronyms.



### Proof-Based

Backs up every skill with a measurable metric.

→ Next: Let's look at a real example of a completed Skill Passport.

# Skill Passport Example

A real-world example of translating military operations into employer-ready capabilities.

## ALEXANDER CHEN

Target Role: Operations Manager / Supply Chain Director

linkedin.com/in/alexchen-ops | alexander.chen@email.com | (555) 123-4567 | Open to Relocation

### CORE COMPETENCIES & PROVEN IMPACT

- ✓ Logistics & Supply Chain Management**  
Orchestrated the secure movement of \$15M+ in assets and equipment across 4 global locations with 100% accountability.
- ✓ Process Optimization & Lean Operations**  
Redesigned supply distribution workflows, reducing average delivery times by 30% and generating \$200K in annual cost savings.
- ✓ Risk Mitigation & Compliance**  
Conducted daily safety and compliance audits across high-risk environments, maintaining a 99.8% incident-free record over 3 years.
- ✓ Team Leadership & Development**  
Directly managed, evaluated, and mentored a diverse cross-functional team of 45 personnel, increasing team retention by 20%.
- ✓ Strategic Planning & Execution**  
Formulated and executed complex quarterly operational plans, consistently achieving 100% of strategic objectives ahead of schedule.
- ✓ Budgeting & Resource Allocation**  
Directed a \$5M annual operating budget, consistently completing all major project requirements while remaining 5% under budget.

# Step 3: Read Postings as Skill Requirements

Don't get stuck on exact job titles. Deconstruct the description to find the core competencies they actually need.

### THE JOB DESCRIPTION

**Role: Regional Operations Manager**

We are seeking a dynamic manager to oversee our regional facility. The ideal candidate must be able to **lead and develop diverse personnel** to meet aggressive daily targets. You will be responsible for **streamlining operational workflows** to reduce waste and improve delivery times. Additionally, this role requires the proven ability to **manage an annual department budget** while ensuring compliance with safety standards.







### WHAT THEY ACTUALLY NEED


-  **SKILL PASSPORT MATCH: Leadership & Team Development**
-  **SKILL PASSPORT MATCH: Process Optimization**
-  **SKILL PASSPORT MATCH: Budgeting & Resource Allocation**

 If you possess these 3 skills, you are qualified for this job—even if you've never held the title "Operations Manager" before.

# The Skill Match Matrix

Map your transferable skills to the employer's exact needs, backed by measurable proof.

JOB REQUIREMENT	YOUR TRANSFERABLE SKILL	YOUR PROOF / EXAMPLE
"Lead and develop diverse personnel to meet targets"	→ <b>Team Leadership</b>	 Managed and mentored a 45-person cross-functional team, increasing overall team retention by 20%.
"Streamline operational workflows to reduce waste"	→ <b>Process Optimization</b>	 Redesigned supply distribution workflows, reducing average delivery times by 30%.
"Manage an annual department budget"	→ <b>Budgeting &amp; Allocation</b>	 Directed a \$5M annual operating budget, completing all major project requirements 5% under budget.
"Ensure compliance with organizational safety standards"	→ <b>Risk Mitigation &amp; Compliance</b>	 Conducted daily safety and compliance audits, maintaining a 99.8% incident-free record over 3 years.

 **Pro Tip:** Use this matrix during interview prep to ensure you have a specific, metric-backed story for every job requirement.

# Case Study: The Match in Action

See how a Skill Passport directly answers the needs of a real civilian job posting.





### CIVILIAN JOB POSTING

Role: **Operations Manager**

-  "Oversee daily facility operations and supply logistics."
-  "Drive process improvements to reduce waste and delays."
-  "Manage and develop a diverse, cross-functional team."
-  "Ensure strict compliance with organizational safety standards."



### YOUR SKILL PASSPORT ALIGNMENT

-  **Logistics Management**  
Orchestrated secure movement of \$15M+ in assets across 4 global locations.
-  **Process Optimization**  
Redesigned distribution workflows, reducing average delivery times by 30%.
-  **Team Leadership**  
Mentored a 45-person cross-functional team, increasing overall retention by 20%.
-  **Risk Mitigation & Compliance**  
Conducted daily safety audits, maintaining a 99.8% incident-free record over 3 years.

# Your Action Plan: Next Steps

Take these specific steps over the next two weeks to launch your career search.

1

**WITHIN 48 HOURS**  
**Finalize Your Skill Passport**

Refine your 5-7 transferable skills. Ensure every skill has a measurable proof statement attached. Have a civilian friend review it for jargon.

2

**WEEK 1**  
**Practice The Matrix Match**

Find 3 job postings that interest you. Break them down into skill requirements and map them using your Skill Match Matrix.

3

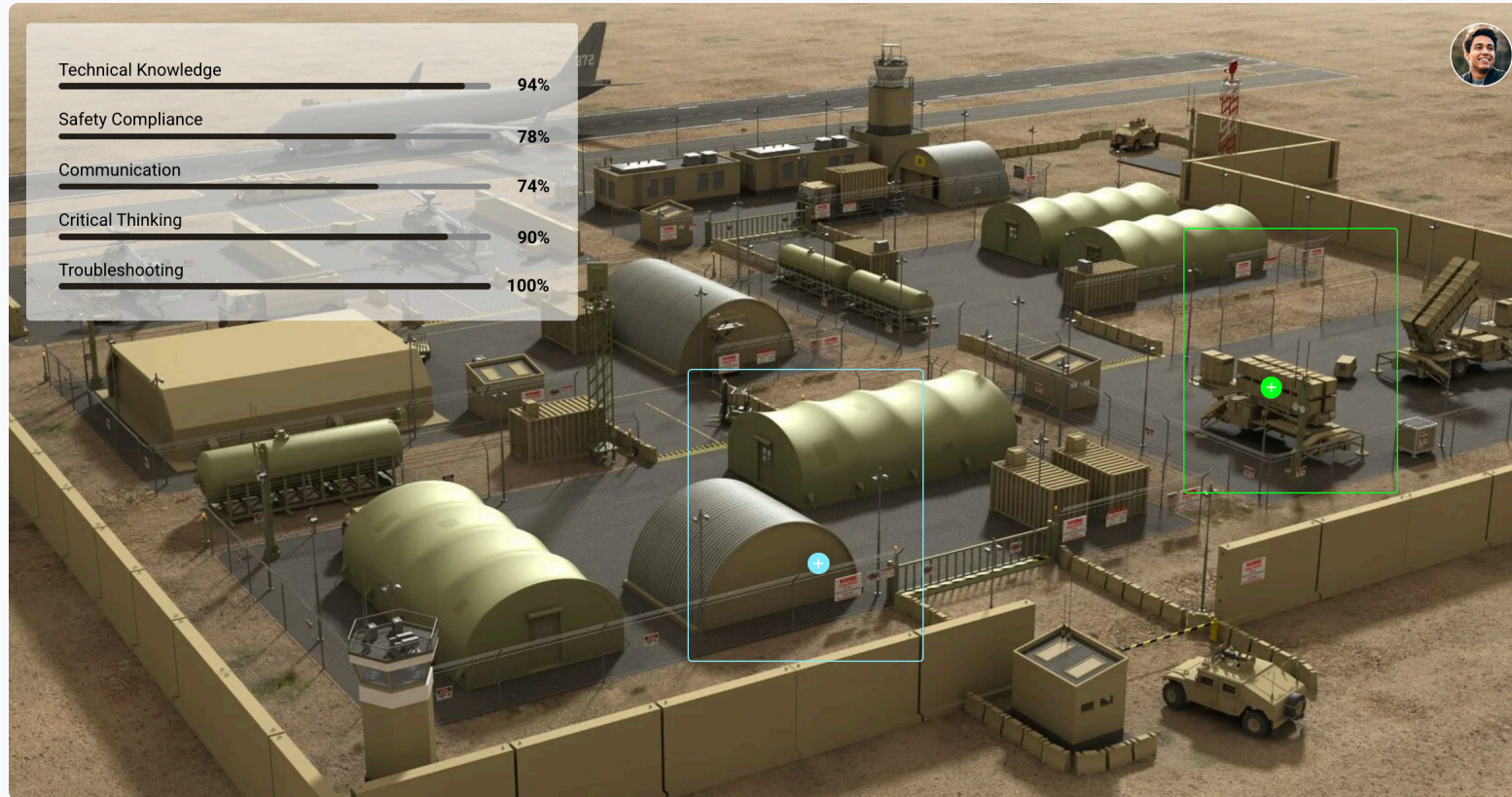
**WEEK 2**  
**Update Profiles & Connect**

Update your LinkedIn and resume using your translated terms. Reach out to two connections in your target industry.

"You already have the skills employers desperately need. Now you have the language to prove it."

# PowerTechs Platform

Your completed toolkit for translating military experience into civilian job offers.



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<https://powertechs.us>