

VETERAN/MILITARY CAREER RESOURCES- Tip Sheet

Career resources for veterans and service members are divided into sections that can be completed in sequence or individually depending on the needs of the person. Many of the resources for veterans and service members are similar to civilian resources, but there are also distinct resources specifically for these groups.

RESUME WRITING

The resume is a marketing document used to describe the education, experience and skills a person has gained throughout their work life. The resume, when used for jobs in the military, is written in the language of the military service. The critical element of resume writing for veterans and service members who are transitioning out of the military service is to convert the language of work in the military to the language of work in the civilian world.

• RESUME WRITING RESOURCES FOR VETERANS/SERVICE MEMBERS

Websites

www.militaryonesource.mil/transition/job-preparation-and-resume-writing

www.onetonline.org/crosswalk/MOC

www.mynextmove.org/vets

Videos (YouTube)

Finding and Applying for Jobs in the Federal Government

youtu.be/HY5Z_pFUK4

Writing Your Federal Resume

youtu.be/8YX7o1PBofk

NETWORKING

Networking is important to the job search because many positions are not filled through traditional means, but through the hidden job market. Veterans and service members can connect or network via social media, career events and participation in professional organizations.

• SOCIAL MEDIA

LINKEDIN

LinkedIn is the world's largest professional network with over 120 million members, and it is growing rapidly. LinkedIn connects you to your trusted contacts and helps you exchange knowledge, ideas and opportunities with a broader network of professionals. As of 2014, LinkedIn offers all veterans and service members a free 1-year job seeker subscription.

LinkedIn home page: www.linkedin.com

Components of a LinkedIn account

- Contact information including email address and/or telephone number
- Photo of yourself that looks professional (Use a civilian business photo instead of a military photo)
- Headline with your area of study, career ambitions or goals
- Keyword-rich summary targeted to types of positions you're seeking and the content skills required
- Recommendations/endorsements from professors and employers (work-study, internship, part-time or full-time)
- Work experience, case competitions, study abroad, projects, leadership roles and volunteer work
- A custom URL with your name at the end of your LinkedIn profile

Tip: Look at profiles of those who are working in your area of interest to see samples and get ideas.

Tip: Look at the groups they've joined and whether you qualify to join those groups as well.

Tip: Remember to add your LinkedIn account to your email signature.

For more information on how to use LinkedIn, visit help.linkedin.com/app/home.

Instructions for Free Premium Upgrade Account for Veterans

If you are a U.S. veteran interested in this offer, please follow the link veterans.linkedin.com, complete the form and then request the upgrade. Once you're approved, you'll receive more information about your free upgrade. After you receive your upgrade, you are encouraged to join the Veteran Mentor Network Group to discuss your transition and career plans.

This offer is available to U.S. veterans with military experience listed on their LinkedIn profile, and is not transferable to family members. Other restrictions may apply.

LinkedIn Groups for Veterans/Military

US Military Veterans Network
U.S. Veteran

Veterans National Recovery Center
Veterans of Southwestern Pennsylvania

FACEBOOK

Facebook is a well-known social networking site, but it can also be an effective tool for career networking and job searching. Since Facebook was created originally as a casual social networking site, job seekers must remember to review their Facebook page for inappropriate pictures and content. Even if job seekers think they are only interacting with their friends, they must always remain professional. Hiring managers may look at potential employees' profiles to see if they would be a good fit for the position and organization.

Tips for using Facebook for the Job Search

- Leverage your current network in your job search
- Change your profile picture
- Create your own Facebook page - www.facebook.com/pages
- "Like" your ideal companies
- Join groups or "like" pages related to your field and interests
- "Friend" potential colleagues and hiring managers
- Pay close attention to privacy settings

Facebook Groups & Pages for Veterans/Military

RMU Veterans
Veterans Amvets Pittsburgh (Pittsburgh Amvets)
Veterans Leadership Program of Western Pennsylvania

• **CAREER EVENTS**

Robert Morris University, Pittsburgh area academic institutions and community professional organizations frequently hold career events for veterans. Career fairs or expos are an excellent opportunity for veterans to network with companies of interest. Career fairs are most often offered in person, but some are also held in a virtual environment online. Click "Events" on Handshake to browse updated opportunities.

Robert Morris University

- Fall Career Fair: Yorktown Hall Conference Center, October 2, 2018
- Spring Career Fair: Yorktown Hall Conference Center, Date TBD

Pittsburgh Area Career Events

- Pittsburgh Veterans Job Fair, Heinz Field, October 18, 2018

Community Organizations

- Pittsburgh Technology Council – www.pghtech.org
(See Pittsburgh Career Connector for events – pghcareerconnector.com)
- Veterans Leadership Program of Western PA – www.vlpwpa.org

• **PROFESSIONAL ORGANIZATIONS**

Robert Morris University sponsors a number of professional organizations that enable veterans to network with others who share similar career interests. The Pittsburgh community also offers professional organizations for veterans to join. Professional organizations benefit veterans in a number of ways, from job networking to information on current topics in the profession. There are also many veteran-specific organizations that can be joined for both personal and professional objectives.

Robert Morris University Student Clubs & Academic/Professional Organizations

RMU - www.rmu.edu (Students > Important Links > Activities & Organizations)

Community Organizations

Discover Hope Project – www.discoverhopehere.com/programs.html

Pittsburgh Technology Council – www.pghtech.org (See Pittsburgh Career Connector for events – www.pghcareerconnector.com)

Wounded Warrior Project – www.woundedwarriorproject.org

Veteran-Specific Professional Organizations

Student Veterans of America – www.studentveterans.org

INTERNSHIPS

Internships, often challenging for veterans and service members to complete, are valuable experiences and can lead to full-time employment. Internships may be offered for credit or noncredit, and they may be paid or unpaid.

- **RMU Career and Professional Development Center (Academic Internship Program and Handshake)** – www.rmu.edu/cpdc
- **Pathways Program** – www.usajobs.gov/StudentsAndGrads
- **Student Veterans of America** – www.studentveterans.org

JOB SEARCH SITES

• ROBERT MORRIS UNIVERSITY

Handshake – www.rmu.edu/cpdc (part-time, internship, and full-time positions)

Talent Track – www.rmu.edu/cpdc (Student Employment Program: work-study jobs and graduate assistantships)

• LOCAL

Pittsburgh Careers – www.pittsburghcareers.com

Pittsburgh Employment Guide – www.pittsburgh.employmentguide.com

Pittsburgh Technology Council – www.pghcareerconnector.com

• STATE

PA Department of Labor & Industry – www.dli.state.pa.us

PA Department of Veteran and Military Affairs – www.dmva.state.pa.us

PA State Civil Service Commission – www.scsc.state.pa.us

• NATIONAL

American Corporate Partners – www.acp-usa.org

Hire America's Heroes – www.hireamericasheroes.org

Hire Heroes USA – www.hireheroesusa.org

Hire Veterans – www.hireveterans.com

Indeed-Military – www.indeed.com/military

MILICRUIT – www.veteranrecruiting.com

Military Cross Walk Search (O-NET Online) – www.onetonline.org/crosswalk/MOC

Military Hire – www.militaryhire.com

Recruit Military – www.recruitmilitary.com

Transition Assistance Online – www.taonline.com

Vet Jobs – www.vetjobs.com

Veteran Employment – www.veteranemployment.com

DISABLED VETERANS

Bender Consulting College Partnership Program – www.benderconsult.com/partnerships/veterans-focus

Workforce Recruitment Program – www.wrp.gov

FEDERAL GOVERNMENT OPPORTUNITIES

The United States Government offers many resources to veterans regarding employment. In the links below you will find job listings, application and interview tips and other resources to help you achieve professional success. For additional information, please see the Government Jobs tip sheet on the Career and Professional Development Center website at www.rmu.edu/cpdc.

- NationalResourceDirectory.gov
- USAJOBS.gov
- VetSuccess.gov

MILITARY FRIENDLY EMPLOYERS *

Many large companies are headquartered in western Pennsylvania, and many more maintain office locations in the area. Search the list below to find a company that may interest you.

Achieva	The EADS Group	MEDRAD, Inc.
Aerotek	Eat'n Park Hospitality Group	Michael Baker Corporation
ALCOA	Education Management Corporation	Mine Safety Appliances
Allegheny County Jobs	Equitable Resources	MountainTop Technologies, Inc.
Allegheny County Airport Authority	FedEx	MTS Technologies, Inc.
Allegheny Ludlum Corporation	Federated Investors	Mylan, Inc.
Allegheny Technologies	First Energy	National Drug Intelligence Center
Alleghenies United Cerebral Palsy, Inc.	Galliker's	North American Hoganas
Allegheny Valley Schools	Gateway Health Plan	Northrop Grumman
American Red Cross	GENCO Supply Chain Solutions	Nova Chemicals
AnsaldoSTS	Global/SFC Value Corporation	NPC, Inc.
API Tech	Giant Eagle	Pancoast
Atlantic Broadband	Gregg Temporary Services	Peak Technical Services
Bayer Corporation	H.F. Lenz Company	Pitt Ohio Express, LLC
Bender Consulting Services	Hamill Manufacturing Company	Port Authority of Allegheny County
Black Box Corporation	Heinz	PPG Industries
Black Knight Security	Highmark/Blue Cross	Quest Diagnostics
BNY Mellon	Hilton Hotels	Respironics
Bombardier Transportation	Holiday Inn	Safari Contract Cleaners
The Callos Companies	Home Depot	Sheetz, Inc.
Carnegie Mellon University	HRC ManorCare	Siemens AG
Carnegie Museums of Pittsburgh	Johnstown Machining & Fabrication	Southern Alleghenies Planning & Development Commission
Citizens Bank	Johnstown Wire Technologies, Inc.	Spherion Staffing
City of Pittsburgh Jobs	KDH Defense Systems, Inc.	State of PA Jobs
Clark Metal Products	Kennametal	Thermo Fisher Scientific Inc.
Consol Energy	Kimball & Associates	University of Pittsburgh
Conemaugh Health System	Kongsberg Defense Corp.	UPMC
Cumberland Supply Chain	Lockheed Martin AeroParts, Inc.	UPS
Del Monte	Lowe's	U.S. Steel
Deloitte	84 Lumber	Verizon Communications
Development Dimensions International	Macy's	WalMart
Dewey & Kaye – Non Profit Jobs	Maintenance, Equipment & Chemicals	Waste Management
DICK's Sporting Goods	Martin-Baker America, Inc.	West Penn Allegheny Health System
Dolan's Welding	Management Science Associates	YMCA of Greater Pittsburgh
Duquesne University	McConway & Torley	
	McKesson Automation	

*Information from Veterans Leadership Program of Western Pennsylvania

CAREER INFORMATION RESOURCES

Vault is a comprehensive career resource that includes industry and profession overviews; rankings and profiles for employers and internship programs; a job and internship database; career articles, blogs and videos; sample resumes, cover letters and interview questions; and over 100 career guides. A selection of the Vault Guides is listed below.

CAREER LAUNCHER:
Law Enforcement and Public Safety

VAULT GUIDE TO:
Government Agency Careers
Government Jobs
Public Safety Jobs

VAULT CAREER GUIDE TO:
U.S. Military Careers

Note: Refer to the [CPDC website](#) for a link to Vault as well as the CPDC Tip Sheets and Handshake job postings.

ONLINE RESOURCES

• SUPPORT

Military Connection – www.militaryconnection.com

Military One Source – www.militaryonesource.mil

U.S. Department of Labor – www.dol.gov/vets/programs/userra/main.htm

U.S. Office of Personnel Management – Veterans Preference – www.fedshirevets.gov/hire/hrp/vetguide/index.aspx

Uniformed Service Employment/Re-employment Rights Act Information – www.dol.gov/vets/programs/userra/main.htm

Wounded Warriors – www.woundedwarriorproject.org/programs/warriors-to-work.aspx

• JOB SEARCH

Career Command Post – www.careercommandpost.com/ccp.cfm

CareerOneStop (formerly America's Job Bank) – www.careeronestop.org/ResourcesFor/Veteran/veteran.aspx

Employer Assistance & Recruiting Network (EARN) – <http://www.askearn.org>

Hire Veterans.com – www.hireveterans.com

Job Opportunities for Disabled American Veterans – www.jofdav.com

Military.com Employment Resources Site – www.military.com/veteran-jobs

MilSpouse.org – www.careeronestop.org/militaryspouse

USAJOBS Federal Employment Website – www.usajobs.gov

Veteran Employment and Training Service – www.dol.gov/vets/index.htm

VetJobs.com – www.vetjobs.com

Vault – www.rmu.edu/cpdc (Career Resources section)

• TRANSITION

Freedom and Honor – www.freedomandhonor.org

Military Exits – www.militaryexits.com

Military OneSource – Transition Assistance – www.militaryonesource.mil/transition

• MENTORING

American Corporate Partners (Veteran Career Mentoring Program) – www.acp-usa.org/mentoring-program

CONTACT

To schedule an appointment, please call the Career and Professional Development Center at 412-397-6333.

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Career Coach

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