

JOB SEARCH RESOURCES FOR MILITARY CANDIDATES:

The Hilton logo is displayed in white serif font within a white rectangular border on a dark blue background.

RESUMES

The first step to successfully finding a new job is updating and preparing your resume. With most job applications being online, it is critical that your resume looks polished and reflects all your work experience and skills. There are multiple online tools that can assist you with your resume as well as in person resources that provide free coaching. We have compiled some top tips and information for you.

- **Update:** The first job listed at the top of your resume should be your experience with Hilton. If you have worked in multiple roles and/or been promoted within the company, make sure to list out each of those positions to show your progression, growth and variety of experience.
- **Format:** You want to make your resume as easy to read as possible. Utilize bullet points to organize your resume vs putting information into paragraph form.
- **Quantify:** Putting numbers in your resume helps companies see the scope of responsibility that you have had in your previous positions, including the military. **Example** *How large were the events that you worked? How many guests did you help on a daily basis? How many people did you lead? What was the value of the equipment that you managed? What was the budget that you were responsible for? How much money did you save?*
- **Customize:** You should tailor your resume to each position that you are applying for. Look at the job description and make sure that you are highlighting the skill and experience that you have that the role requires. This will draw attention to your resume and make it easy for the recruiter to see that you have what they are looking for.
- **Military Acronyms & Job Titles:** Translate military terminology and acronyms using language that a civilian will understand. When applicable, adjust military job titles to the civilian equivalent so recruiters and hiring managers can easily see that you have the experience they are looking for.

Below are a few resources to assist you:

- **Indeed Professional Resume Review:** <https://www.research.net/r/IndeedResumeReviewforMilitary>
- **Top 10 Military Resume Mistakes:** <http://www.military.com/veteran-jobs/career-advice/resume-writing/top-10-military-resume-mistakes.html>
- **Hiring our Heroes Personal Branding:** <https://www.resumeengine.org/>
- **Military Spouse Resume Engine:** <https://www.mycareerspark.org/>

RESOURCES

There is a large network of government and non profit organizations that are available to help veteran and military spouse job seekers find employment. Many of these resources also provide resume, interview and career coaching services, all free of charge.

Resource	Description	Link
American Job Centers	Nearly 2,400 AJCs nationwide help Vets search for jobs, find training, and answer other employment related questions like unemployment benefits. Connect with the Veterans Rep near you! <i>Note- You must self ID as a veteran to receive these special services and be moved to the front of the line.</i>	www.careeronestop.org/
Veterans Vocational Rehabilitation Program	If you're a Veteran or service member with a service-connected disability that impacts your ability to work, the Vocational Rehabilitation and Employment program (also called Voc Rehab, VR&E, or Chapter 31 benefits) may be able to help. We offer 5 support-and-services tracks to help you find and keep a job, and live as independently as possible. Explore the different tracks—and find out how to apply for benefits and services.	www.va.gov/careers-employment/vocational-rehabilitation/programs/
CareerScope Assessment	In addition to getting career counseling, you may be able to use CareerScope, an online assessment tool offered by Veterans Affairs that measures your interests and skill levels. This will help you figure out the best career paths that are suitable for your skillset. It recommends careers you may enjoy and jobs in which you're likely to do well. The tool also recommends courses or training programs that can help you go after those careers.	https://va.careerscope.net/gibill
LinkedIn Premium	If you're an active service member or veteran of the U.S. military, we are offering you a 1-year free Premium Career subscription. This premium subscription will help you get noticed by recruiters, build out your network, stay in the know on new jobs that fit with your skills, and easily apply for new opportunities. In addition, we are offering a free year of unlimited access to over 10,000 courses in	https://socialimpact.linkedin.com/programs/veterans/veteran-programs

	business, creative, and technology skills, all taught by industry experts through our LinkedIn Learning platform.	
Veterati	Join thousands of Service Members, Veterans, and Military Spouses in setting up free 1-hr mentorship phone calls with successful professionals. We're the only Veteran Mentorship Platform to let you choose your own mentors and as many as you would like; our average member selects 4 mentors, and some mentees have 25+ mentors! Create a free profile at Veterati to get unlimited access to thousands of volunteer mentors: CEOs, recruiters, entrepreneurs, managers, Veterans & civilians alike.	www.veterati.com/
ACP: Advisory Net	On Veterans Day 2011, ACP launched ACP AdvisorNet to assist even more veterans, and bring them together with the growing number of Americans who want to assist our returning military. With more than one million service members returning home from service and seeking new careers, the need for career guidance has never been greater. ACP AdvisorNet offers a simple solution- real advice from a diverse group of career professionals.	https://acp-advisornet.org/
G.I Bill	GI Bill benefits help you pay for college, graduate school, and training programs. Since 1944, the GI Bill has helped qualifying Veterans and their family members get money to cover all or some of the costs for school or training. Learn more about GI Bill benefits below—and how to apply for them.	www.va.gov/education/about-gi-bill-benefits/post-9-11/
Military Placement Agencies	Free placement for military veterans.	Bradley Morris: www.bradley-morris.com/job-seekers-contact-us/ The Lucas Group: www.lucasgroup.com/jobs/ Orion: www.orientalent.com/job-search/military-veterans/
Job Placement Agencies	Check with these agencies in your community.	Spherion: www.spherion.com/ Kelly Services: www.kellyservices.us/ Randstad: www.randstadusa.com/jobs

Military Spouse Professional Network (MSPN)	Provides military spouses with career development and networking opportunities.	www.hiringourheroes.org/military-spouse-professional-network/military-spouse-professional-network-locations/
Military Spouse Employment Partnership	Connects military spouses with hundreds of partner employers.	https://msepjobs.militaryonesource.mil/msep/
Military Spouse Corporate Career Network (MSCCN)	Their teams help military spouses.	www.msccn.org/job-seekers.html
Unemployment Fact Sheet for Ex-Service Members	The Unemployment Compensation for Ex-servicemembers (UCX) program provides benefits for eligible ex-military personnel.	https://oui.doleta.gov/unemploy/ucx.asp
Military Service	If you are serving in the National Guard or Reserves, contact your unit to see if you can be activated and placed on orders to serve during this time. .	Contact your military unit