

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_pfFUK4

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
RMU Veterans Virtual Training Institute
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 the ColonialTRAK main menu bar to browse updated opportunities.

Robert Morris University

- Career Expo: September 26, 2016 and Spring Career Fair: March 23, 2017

Pittsburgh Area Career Events

- Federal Government Job Fair (Click "Events" on the ColonialTRAK main menu bar.)

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 (Current Students > QuickLinks > Activities & Student 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 Warriors Project – www.woundedwarriorproject.org

Veteran-Specific Professional Organizations

Student Veterans Association – 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.

- Career Center (Academic Internship Program and ColonialTRAK) – www.rmu.edu/careercenter
- Pathways Program – www.usajobs.gov/StudentsAndGrads
- Student Veteran Association – www.studentveterans.org

JOB SEARCH SITES

- ROBERT MORRIS UNIVERSITY

ColonialTRAK – www.rmu.edu/careercenter (work-study, part-time, internship, graduate assistantship, and full-time positions)

- 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

Work Force 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 Center website at www.rmu.edu/careercenter.

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

*Information from Veterans Leadership Program of Western Pennsylvania

CAREER LIBRARY RESOURCES

Please see government or major specific books in the Career Center library.

ONLINE RESOURCES

- **SUPPORT**

Military Connection – www.militaryconnection.com

Military One Source – www.militaryonesource.mil

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

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

US Department of Labor – 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 Americas Job Bank) -- www.careeronestop.org/ResourcesFor/Veteran/veteran.aspx

Employer Assistance & Recruiting Network (EARN) – 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

- **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 Center at 412-397-6333.

David L. Munn, MS, M.Ed.

Career Coach

Veteran Representative to the Career Center

Email: munn@rmu.edu

Phone: 412-397-6205

Revised 08/11/16