

EMPLOYMENT FUNDAMENTALS WORKSHEET

Where Are You Now? (Reference PG page 14)

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

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

Know Your Marketable Skills (Reference PG pages 19 and 28)

The six skills I identified:

1. _____

4. _____

2. _____

5. _____

3. _____

6. _____

One occupation I identified during the MOC Crosswalk that I researched using the CareerOneStop Occupation Profile is:

The four marketable skills that are most in demand in my job market:

1. _____

2. _____

3. _____

4. _____

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Your Work History Outline (Reference PG page 44)

Using my Work History Outline below, I will create my master resume starting with my current or most recent employer's name and location, then adding my job title, start date, and completion or end date.

Be sure to include paid and unpaid positions as well, such as volunteer work.

1. Employer Name & Location: _____

Job Title: _____ Dates: _____

2. Employer Name & Location: _____

Job Title: _____ Dates: _____

3. Employer Name & Location: _____

Job Title: _____ Dates: _____

4. Employer Name & Location: _____

Job Title: _____ Dates: _____

5. Employer Name & Location: _____

Job Title: _____ Dates: _____

6. Employer Name & Location: _____

Job Title: _____ Dates: _____

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Use **STAR to Standout** (Reference PG page 52)

Write STAR statements for all my work history and experiences.



As a reminder and starting place, listed below is one of my STAR Achievement Statements:

My Professional Introduction (Reference PG page 55)

Use my professional introduction at networking events and during interviews.

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Connect with Your Network (Reference PG page 72)

Contact my present network contacts and pursue new networking opportunities. Five present network contacts are:

1. _____
2. _____
3. _____
4. _____
5. _____

Job Boards to Visit (Reference PG page 79)

Search for job postings and conduct research on a company through multiple job boards.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Analyze a Job Posting Steps (Reference PG page 88)

Analyze job postings for positions of interest.

- ___ Select a job posting.
- ___ Thoroughly read the job description.
- ___ Ask yourself: "Am I qualified to apply for this job?"
- ___ Ask yourself: "Will this job help me reach my goals? Does the job description interest me? Can I see myself working in this job for eight hours a day?"
- ___ Review the job announcement for keywords and phrases that provide insight into the company's mission, values, and organizational culture.
- ___ Review your master resume and highlight everything that you think matches the job posting.
- ___ Compare both documents. Ask yourself: "Can I do this job?"
- ___ Draft your targeted resume specifically to the job posting.



ACTIVITY 8.1 IDENTIFY NEXT STEPS IN YOUR TRANSITION

Now that you have gotten an overview of what the career transition process may look like, is there anything that you still need to discover or research before implementing your plan?

Let's look at some general questions:

1. What do I need more information about?

Examples:

- Targeted resumes
- Federal job opportunities
- Apprenticeships

2. What specific questions do I need to ask to get clarifications?

Examples:

- Salary ranges
- Job demand in my location

3. What do I need to do next?

Examples:

- Schedule additional TAP workshops, such as the 2-day DOL Employment Workshop.
- Set reminder for 30 days in the future to check my progress.
- Ask a mentor or TAP staff to review my resume.

You now have a great starting point when you are ready to embark on your job search journey. Continue to refine your plan and apply to good career fit jobs.

Congratulations on completing Employment Fundamentals of Career Transition!