



# Job Search Guide

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Job search guide for  
military veterans



## Introduction

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Transitioning from a military role to a civilian job is hard work, and we're here to guide you every step of the way. These resources are designed to help you find, apply to, interview for and get the job that's right for you.

If you have questions that aren't answered by this guide, get in touch with our helpful support team. You can find them via our Help Center: **[support.indeed.com/hc/en-us](https://support.indeed.com/hc/en-us)**

You can also check out more veteran job search resources at **[veterans.indeed.com](https://veterans.indeed.com)**

# Changing your career path

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**Making a career change requires you to look at the path ahead in a new way.**

For example, your MOS/military job code may not necessarily define your civilian career path.

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You'll need to translate the skills you've obtained in the military into language your future employers will understand, including the intangible skills you might have such as communication, teamwork, critical thinking and others.

In the civilian workforce, job searching is a regular activity for most people. In a recent survey, 91% of employed adults said they look for jobs at least a few times a year.<sup>1</sup> Like any activity, you'll get better with practice. The steps that follow are meant to help you hone your search skills and land the job you want.

An important first step is considering what you really want to do at work. You'll need to get specific about the job you're looking for next, both to decide where to focus your search and so you can confidently answer interview questions about why you're attracted to a particular role.

## **Where to begin:**

- Take stock of what you've accomplished in your career so far, your personal aspirations and where you want to be next.
- Think about the skills you feel most confident in and those attributes that make you unique.
- Think about your military experiences and the underlying abilities you've demonstrated. Determine how those experiences and abilities will apply to a civilian job.

<sup>1</sup>Decipher/FocusVision on behalf of Indeed, N=1000

# Researching your jobs

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As you begin your job search, you'll want to learn about the kinds of jobs that are available and how much you can expect to be paid in different jobs or locations.

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Indeed provides several resources to help you do this.

The first step is simple: create your free Indeed account by visiting **indeed.com** or by downloading the mobile app.

## **Start your job search: What do you want to do and where do you want to do it?**

- Go to [indeed.com](https://indeed.com) and type in what you want to do (this could be a job title, a company, a specific skill — anything!) and where you want to do it.
- When you're seeing too many results from your search, you can specify keywords or terms you're looking for in the job title by using "title:". Examples: title: "business analyst"; title: ("business analyst" OR "financial analyst")
- Include the word "veteran" or "military" in your search to get a better idea of what employers and positions are specifically looking for veteran talent.
- Use "company:" to find specific words in a company name. Example: company: (Dell OR IBM)
- Filter your results: On the left side of your search results, you'll find that you can filter by distance, salary, company, location and job type.

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## Stay up to date with Job Alerts

Create a job alert and be notified about new jobs for your search.

Job alerts are regular email updates about new jobs that fit the criteria you're interested in. It's a convenient way to see new job postings as soon as employers post them.

Set up job alerts for your dream company, even if your search doesn't match anything currently. When that dream job eventually does get posted, you'll be among the first to know.



# Explore companies and salaries

Research companies to identify your top choices.

The screenshot shows the Indeed website's 'Top-Rated Workplaces' section. At the top, there are navigation links for 'Find Jobs', 'Company Reviews', 'Find Salaries', 'Find Resumes', and 'Employers / Post Job'. A search bar is present with the text 'Company name or job title' and 'City, state, or zip (optional)'. A blue button labeled 'Find Companies' is next to it. Below the search bar, there are two dropdown menus for 'United States' and '2019'. The main content area is titled 'Top-Rated Workplaces: Best for Veterans' and includes a sub-header 'The best companies for Veterans in 2019, based on user ratings and reviews on Indeed.' There are two entries listed, each with a red square icon, a star rating (4.4 and 4.1 respectively), and a horizontal bar chart representing the rating distribution. A sidebar on the left lists various 'Best' categories like 'Best Companies', 'Best by Millennials', etc., with 'Best for Veterans' highlighted.

**With over 100 million company ratings and reviews on Indeed, you can learn what it's really like to work at a given company.**

— Visit [indeed.com/companies](https://www.indeed.com/companies) to find out more about companies you want to work for. By clicking "Follow" in the top right of a Company Page, you'll receive updates from that company (including new job opportunities).



- Learn more about company culture by reading the Reviews and Ratings left by current and previous employees for that company.
- Check out the Top-Rated Workplaces for Veterans list to see which companies have the highest ratings from their veteran employees.
- In the Q&A tab you can ask specific questions about the company, the interview process, veteran opportunities and more.

# Want to learn more about salary ranges for the jobs you're looking at?

Search and compare over 600 million salaries for free at [indeed.com/salaries](https://indeed.com/salaries)

- Search specific job titles or company names.
- Select specific cities to explore local salary data.

Reach out to people you know who work at the companies on your target list. In these conversations, come prepared with specific questions.

**Search and compare salaries**  
Over 500 million points of data

Enter a company name or job title

### Popular Job Titles

<b>Administrative Assistant</b> 427,985 salaries reported <b>\$14.56</b> / hour \$7.25 - \$28.90	<b>Social Worker</b> 32,363 salaries reported <b>\$53,087</b> / year \$14,000 - \$118,000		
<b>Real Estate Associate</b> 1,194 salaries reported <b>\$89,547</b> / year \$15,000 - \$229,000	<b>Security Officer</b> 250,871 salaries reported <b>\$11.70</b> / hour \$7.25 - \$22.05		
<b>Production</b> 65,678 salaries reported <b>\$11.21</b> / hour	<b>Engineer</b> 62,041 salaries reported <b>\$89,490</b> / year	<b>Analyst</b> 67,744 salaries reported <b>\$67,493</b> / year	<b>Delivery Driver</b> 226,373 salaries reported <b>\$14.91</b> / hour
<b>Medical Assistant</b> 102,802 salaries reported <b>\$14.41</b> / hour	<b>Paralegal</b> 22,202 salaries reported <b>\$50,150</b> / year	<b>Truck Driver</b> 6,358,163 salaries reported <b>\$67,008</b> / year	<b>Office Manager</b> 65,885 salaries reported <b>\$39,769</b> / year

# Creating your resume on Indeed

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Create your resume in  
minutes on Indeed by visiting  
[my.indeed.com/resume](https://my.indeed.com/resume).

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Over 150 million resumes have been created with Indeed Resume, and over 1.3 million military resumes in the US alone.

### **With an Indeed Resume, you can:**

- Highlight your military experience, making it easy for veteran-friendly employers to find and contact you
- Easily apply for jobs through Indeed's platform

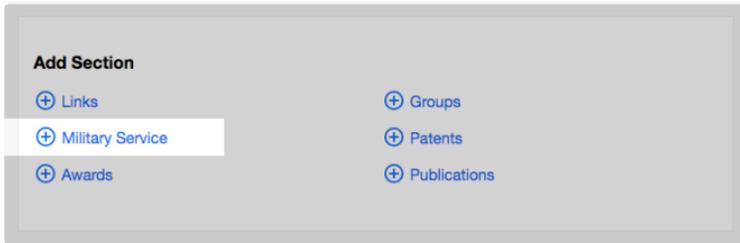
Your resume should highlight your relevant work and volunteer experience, starting with the most recent. Highlight achievements, tasks and education that is most relevant to the job you want.

When describing your past experience, begin your sentences with strong action verbs and focus on achievements instead of listing job duties.



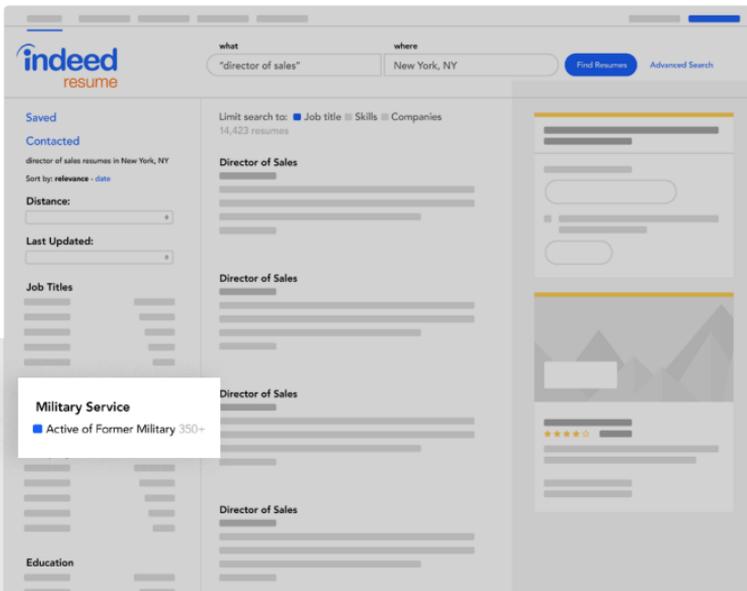
***Pro tip: Review job descriptions carefully and include the keywords that employers are using.***

Think about how your experiences, skills and responsibilities in the military translate to the civilian job you want. For example, as a Petty Officer of the Watch, you can highlight your skills in people management and supervision. Or a Senior Signals Sergeant might say that they “planned and managed the installation and operation of telecommunication networks.”



## Best practices for creating your military resume:

- Avoid using acronyms or military-specific terminology, especially when applying to companies without military affiliation. Take time to proofread your resume and ask yourself, Would someone without military experience understand this?
- Note key qualities such as willingness to relocate, security clearance and other searchable terms that employers may look for.
- At the bottom of your profile, there is an option to add your Military Service. Make sure to fill out this section in order for your resume to appear in military-filtered resume searches.
- Use Indeed's Resume database to filter on "military resumes" and look for people who work for companies you want to work for (company:lockheed martin) or those holding jobs that you want (title:"cyber security manager") to get ideas for your own resume.



- Regularly update your Indeed Resume — they are sorted by recency, and employers are notified about new/updated resumes.
- Set your resume to “Public” if you want to be contacted by employers searching for people like you. Your personal information will not be shown.



***Did you know? Subscribing employers can contact unlimited veteran resumes on Indeed for no charge, so make sure you are searchable and have filled out your Military Service! (This can give you a leg up over non-military resumes.)***

# Applying for jobs

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Once you've done your research and created your resume, take a deep breath and pat yourself on the back.

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## You're ready to apply.

- Give your resume a final review. This should be the best representation of you! Ask a friend or family member outside of the military to review for you as well.
- Apply on any device. Today, 70% of applications submitted on Indeed are via mobile.
- Follow the application instructions within the job description you've clicked on. For some jobs, you'll be able to attach your Indeed Resume, and for others, you'll be prompted to upload your resume as an attachment.

## Keep track of your applications

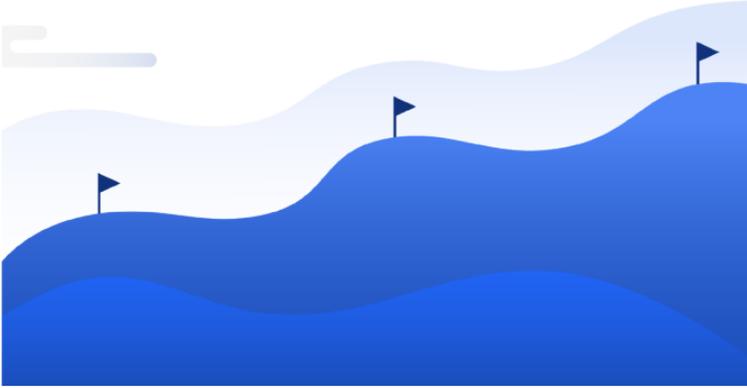
- Within your Indeed account, visit [indeed.com/myjobs](https://www.indeed.com/myjobs) to save and keep track of jobs you are interested in.
- Once you've applied, you'll be able to track your status from the same page. It's the easiest way to keep track of all of the opportunities that catch your eye.
- When you're on a search results page, click the "save job" link under the result to save the job to your My Jobs account.

Keep up the momentum — even if one job doesn't work out, you should always be researching new opportunities and applying to new jobs.

# Unlocking job search resources

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Looking for more information on  
career paths, resume tips and  
job search guidance?



- Visit **veterans.indeed.com** for veteran-specific resources and insights.
- Explore different civilian career paths by industry by visiting **indeed.com/career-advice/browse**. For each job title, you can learn more about what the position entails, the typical salary range, common skills and requirements, and a sample job description for that role.
- Visit Indeed's Career Guide at **indeed.com/career-advice** for more best practices spanning all aspects of the job search, including resume writing, cover letters, interviewing and more.

The logo for Indeed, featuring a white lowercase 'i' with a curved line above it, followed by the word 'indeed' in a lowercase, sans-serif font.