



SHAPING Purpose® **VETERANS EDITION**

MILITARY TO CIVILIAN SKILLS GUIDE

A short guide to show how your Military Skills apply to the Civilian Workplace



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INTRODUCTION

So, you are moving on from the military and are unsure of how your skill sets fit in to the Civilian world. This is common theme among retiring members of the military, especially those who joined right out of school and never really had any other work experience.

You have worked hard and devoted yourself to your country and learnt many things along the way. These “things” that you have developed over the years are very valuable in any workplace.

This guide is designed to give you some insight into what your learned military skills will bring to a potential employer.



OVERVIEW

The types of skills that you learned as a soldier can be classified by the following headings.

- **Interpersonal:** How you work in a team environment
- **Leadership:** How you lead and advanced your team
- **Technical:** How your specific job skills translate to the civilian workplace

We will look at some of the skills that you have developed during your time with the military that will transfer with you when you move to the civilian workplace.

INTERPERSONAL SKILLS

No matter what rank or station you held at the time of release these skills are common to all and they matter. Let's examine some of the skills you have and may not have considered to be important.

- **Discipline** – From the time you signed up you have learned the need for discipline. Basic things like showing up at the allotted time, maintaining your personal appearance, and fitness are things that you know. Your ability to follow orders and complete your tasks, not only on time but to the high standard that is expected, will make you stand out to your future employer.
- **Loyalty** – You have already shown your dedication to your country and comrades, you stick to your assignments until they are completed regardless of often adverse conditions. This loyalty is not something that goes away. It will follow you to your new career, and your employer will notice.
- **Teamwork** – You excel in a team environment, you understand that the needs of the mission are paramount and cooperate with the whole team in order to accomplish the mission's goals. This ability to get along with others is an important and sought after trait.
- **Problem solving** – You were taught how to recognize and work through any issues that may arise; you can think on your feet and get the job done. This is something important and desirable that translates well into any workplace.
- **Communications** – You have gained an understanding of the importance of good communication skills. You listen to direction and know enough to ask questions in order to ensure full understanding of your task. You are able to articulate your thoughts clearly, both verbally and in written format. In a civilian workplace these skills are just as important as they were in the military.

LEADERSHIP

How far you progressed within the system will dictate your level of competence within this section, however most Veterans have some if not all of these Skills.

- **Supervising** – Over the course of your career you developed the ability to oversee and guide people in the completion of a task. Your ability to gauge the skills and abilities of your subordinates and deploy them accordingly ensured the job was done correctly and on time. Your skills in this area are required and easily applied in the Civilian world.
- **Evaluate and develop subordinates** – While supervising your subordinates you not only employed them in their strengths for the benefit of the mission, you also noted areas in which they needed improvement and took steps to rectify it.
- **Decision making** – You developed the ability to quickly recognize when things are going south and make timely and correct decisions to rectify the situation, keeping the mission on task. This saves manpower, resources and time, a quality that civilian employers require.
- **Accountability** – You are where you are supposed to be, you do what you are supposed to be doing but something goes wrong. You immediately accept responsibility and take appropriate action to make amends. This trait is one that will serve you well no matter where you go.
- **Leading change** – Stuff happens, changing priorities and other factors necessitate a change of direction. You understand, take the steps necessary to keep up with the change in direction all the while ensuring everyone involved knows the reasons for this and the path forward. Every business and organization goes through this and your talent will fit in well.



TECHNICAL

The many and varied occupations within the organizations make this a more difficult heading to address however, every military member is taught the basics that are helpful (if not required) in any workplace such as, but certainly not limited to:

- First Aid and CPR
- Basic Firefighting
- Driving skills
- Workplace safety
- Personal Protective Equipment
- Workplace Hazardous Materials Information System
- How to use and care for tools and equipment
- Workplace harassment training

Your specific occupation skills are a lot more complicated, some occupations are directly transferable to civilian jobs and some are not quite so obvious. For instance:

- If you were a mechanic you likely would be eligible for employment with a variety of positions with any city works department or private garages, perhaps you would like to start your own business.
- If you worked within the communications trades those skills also have a more obvious link to civilian jobs.
- Those in the medical or dentistry trades, who wish to stay with your skill set, also have obvious options.
- Combat trades could have a bit of an issue directly translating their skills. Anything in the security or policing sectors comes to mind; perhaps a park warden or forest ranger would be more up your ally. Remember, the skills you developed during your military career remain with you, your leadership and interpersonal skills will serve you well in any new job.
- Combat experience should not be included in your resume unless it directly applies to the position you are applying to.

Please See Appendix 1, for some more specific translations of your military occupations to the civilian job market; these tables were developed by The CAF Career Transition Service. These tables are for the Canadian Armed Forces but can be applied to any Military.



RESUME TIPS

The aim is not to teach you to build a good resume, just to give some pointers on some common issues with military to civilian resumes.

All of the skills mentioned previously are applicable to most any job in the civilian sector. What employer out there would not want a dedicated, accountable and determined employee who will do their job well and help to improve the company? It is arguable that all employers want people with these attributes however; there are a few things that you should consider to successfully get their attention.

- Make sure your resume clearly states what position you are applying for. If it is not clear your resume may end up rejected, or with the wrong department.
- Use the keywords from the job listing; If they are not there it will not grab the interest of the hiring manager or show up in an electronic search.
- Military “language” is full of acronyms and jargon that doesn’t translate well to most prospective employers. Keep your wording at a level that someone, who has limited or no knowledge of military terminology, can understand. For example, you are a Foreman or Team Leader not a Sergeant; you are a Manager not a Warrant Officer, and so on.
- Make it clear how your military skills, qualifications and work history make you the ideal candidate for that job. The way you present your qualifications in your resume could keep you from the rejected pile.
- Add a skills summary section to your resume. This will highlight your areas of expertise making it more likely to get the attention of your prospective employer. Include things like your safety training, any awards, commendations or other accomplishments. This is especially true when applying to larger companies that use searchable databases for their resumes.

Note: in the following example this ends up being titled professional development and another heading called achievements. No matter what you call it ensure it is there.

Let’s review an example of a “militarized” to “de-militarized” resume as taken from the book *Military to Civilian Employment – A Career Practitioners Guide* by Yvonne Rodney. You will note that the changes to the de-militarized version include most of the points we have covered and some more.



RESUME SAMPLE

Let's see what a militarized resume might look like and how to fix it. The sample on pages 7-8 is based on the resume of a real CAF veteran. Here are a few problems and areas in need of work:

- **Lack of career objective:** Resumes should clearly state the type of work sought or the skills the candidate wants to use in employment.
- **Use of military acronyms/language:** What is IBEW local? Unit 4 Watch supervisor? Petty Officer?
- **Missing information:** Where did this candidate work? Locations for some positions have not been included.
- **Formatting:** The use of fonts and layout could be improved.

For the most part, this resume documents what Douglas Sample did without highlighting the components of his experience he'd like to use in future employment.

Now compare this resume to the revised version on pages 9 and 10. Do you see how the problems listed above have been addressed? What other improvements do you notice? (Rodney, 2016)



SAMPLE RESUME – MILITARIZED

John Smith

154 Main Street, Anywhere, ON xxx xxx 999-999-9999 xxxxx@gmail.com

PROFESSIONAL EXPERIENCE

IEC Electric

September 2014 – February 2015

Solar Farm Fabrication Technician

(through IBEW local)

Working in a team environment ensuring electrical wiring is placed correctly within the 1000 acre solar farm facility. Motivating team members in harsh weather conditions.

Performing fitness co-ordinator duties for morning stretches before going into the field.

First aid responder for team members if required. Meeting daily targets and company goals. Recently asked to supervise 12 new hires for training. Took on duties of team bus driver as requested from foreman to ensure safe arrival and departure of colleagues to and from construction areas.

H.B.White Electric

February 2014 – June 2014

Solar Farm Fabrication Technician

(through IBEW local)

Working in a team environment constructing a 100 acre Solar farm from start to finish in extreme weather conditions at times. Trouble shooting technical problems and anticipating tasking priorities to achieve daily and weekly targets.

Black and McDonald Electric

December 2012 to February 2013

(through IBEW loc 105)

Employed as a permit worker within the union. Assigned to QA/QC team rapidly. My work ethic was observed and complemented by co-workers and various foremen on numerous occasions.

Canadian Forces Recruiting Centre

October 2001 to September 2012

Hamilton Recruiter

Supervised and evaluated 9 recruiters within their particular geographical areas of responsibility in Southern Ontario through Personnel Evaluation Reports (PERs). Produced working schedules and provided positive feedback as well as disciplinary measures as required.

Provided information on all aspects of the Canadian Forces to potential applicants for enrolment during contact interviews. Developed and delivered current presentations for schools, job fairs, etc.

Over 450 presentations to date. Maintained confidential personnel files during the recruiting process to achieve entry into the Canadian Forces. Conducted telephone background reference checks on Canadian Forces applicants. Attended many conferences, workshops and community events across Canada for augmentation or brain storming sessions to improve the recruiting process for applicants to the CF.

Sample resume, militarized (continued)

John Smith

Professional Experience - Continued

Environmental Sciences Group

The Royal Military College of Canada

February 1993 to July 2001

Purchasing and Logistics Co-ordinator

Researched, planned, organized and deployed numerous field research teams to sites across Canada, mainly in remote areas of the Arctic region and research vessel deployments.

Supervised an "Operations Centre" procuring all equipment, flights, charters, lodgings, cash advances and claims, for many science teams in the field. I facilitated all procurement of equipment for home offices as well as research groups at the University of British Columbia as well as a department of Queen's University in Kingston, ON.

Maintained inventory and accounting for a multi-million dollar company. Proficient with MS Excel, MS Word, MS Access, and MS Powerpoint. Assisted with sampling programs in remote areas on land and at sea. Marine survey team leader.

Royal Canadian Naval Reserve

Various Units across Canada

June 1983 to Present

Petty Officer 1st Class Boatswain

Harbour Defence Unit 4 watch supervisor. Manned exercises across the country with personnel from 24 units. Instructed Drill & seamanship, qualified as a range safety officer, small boat coxswain, shipboard petty officer, fire leader, rescue team leader, spill response team member, supervisor of daily routine & evolutions on board ship. Chief and Petty Officer's mess bar manager and vice president (volunteer).

EDUCATION

Mohawk College of Applied Arts and Technology, Hamilton, ON

September 1983 to April 1986

Law & Security, General Business

PROFESSIONAL DEVELOPMENT

- Instructor for classroom and practical military operations
- St John's Ambulance Basic First Aid and CPR
- Fire warden for office and warehouse buildings
- Petty Officer of the year, HMCS Cataraqui, Kingston, ON
- Safe driving / backing certification
- Rescue boat driver, regattas, air shows, search & rescue tactics
- Restricted Operator's Certificate of Proficiency in Radio
- Professional sales training program certified – Salesforce Training & Consulting inc.
- Senior Leadership Qualified
- Canadian Decoration 2nd Clasp
- Commander's Commendation Award for facilitating and co-ordinating Remembrance Day Ceremonies and Canadian Football League Forces Appreciation Game.

SAMPLE RESUME DE-MILITARIZED

John Smith

154 Main Street, Anywhere, ON xxx xxx 999-999-9999 xxxxx@gmail.com

PROFILE

I transform companies by my distinguished career in the Canadian Forces, capitalizing on operational planning, team leadership, conflict resolution training and coaching staff.

PROFESSIONAL EXPERIENCE

IEC Electric, Cayuga, ON

2014 – 2015

Solar Farm Fabrication Technician

- **Increased morale** by motivating 10+ team members in harsh weather conditions
- Installed electrical wiring on a team of 20 within a 1,000-acre solar farm facility
- Served as fitness co-ordinator and First aid responder for team members
- Selected to supervise 12 new hires for training.
- Chosen by foreman to act as team bus driver to construction sites

H. B. White Electric, Welland, ON

2014

Solar Farm Fabrication Technician

- **Exceeded daily targets** and company goals by 2% through troubleshooting technical problems and prioritizing
- Constructed a 100-acre solar farm on a team of 15, from start to finish, in adverse climates

Black and McDonald Electric, Hagersville, ON

2012 – 2013

Solar Farm Fabrication Technician

- Promoted to Quality Assurance/Quality Control team rapidly
- Praised by co-workers and 3 foremen for strong work ethic

Canadian Forces Recruiting Centre, Hamilton, ON

2001 – 2012

Recruiter

- Supervised and evaluated 9 recruiters within Ontario through personnel evaluation reports. Provided positive feedback to encourage staff's performance
- Promoted 100+ career opportunities and interviewed potential applicants for enrollment
- Boosted the reputation and brand of the Canadian Forces F by developing and delivering 450+ presentations at schools and job fairs

Sample resume, de-militarized (continued)

John Smith

Professional Experience - Continued

Environmental Sciences Group

1993 – 2001

The Royal Military College of Canada

Purchasing and Logistics Co-ordinator

- Marine survey team leader. Organized 2 field teams to sites across Canada, mainly in the Arctic, to research vessel deployments.
- Supervised an “Operations Centre” arranging all equipment, flights, charters, lodgings, cash advances and claims. Maintained \$50k+ inventory and accounting for a multi- million dollar company

Royal Canadian Naval Reserve

1983 – present

Various Units across Canada

Petty Officer

- Supervised Harbour Defence operations across the country with personnel from 24 departments.
- Led daily operations onboard ship: instructed Drill & seamanship, qualified as a range safety officer, fire leader, rescue team leader, environment team member
- Served as Bar Manager and Vice-President, Chief and Petty Officer’s mess

EDUCATION

Mohawk College of Applied Arts and Technology, Hamilton, ON

Diploma, GPA 3.5

Concentration: Law & Security, General Business

PROFESSIONAL DEVELOPMENT/CERTIFICATIONS

- Basic First Aid and CPR courses – St John’s Ambulance
- Unit environmental officer certification – Canadian Forces
- Fire warden for office and warehouse buildings
- Safe driving certification
- Courses in rescue boat driving, regattas, air shows, search & rescue tactics
- Restricted Operator’s Certificate of Proficiency in Radio
- Smart Serve certification
- Professional sales training program certified – Salesforce Training & Consulting inc.
- Health and safety representative – Canadian Forces

ACHIEVEMENTS

- Petty Officer of the year, HMCS Cataraqui, CFB Kingston, ON
- Decoration medal for years served in the Canadian Forces
- Commander’s Commendation Award, facilitating and co-ordinating Remembrance Day Ceremonies and Canadian Football League Forces Appreciation Game

SOME LINKS YOU MAY FIND USEFUL

This is the link where you can download the ebook referenced in this Guide:

<https://ceric.ca/resource/military-to-civilian-employment-a-career-practitioners-guide/>

This link is to the blog dedicated to resumes for military personnel looking for civilian jobs. It has lots of templates, advice and examples:

<https://zety.com/blog/military-resume>

The following two links are for searching jobs using your military occupation code or description to search for jobs in the United States:

<https://www.careeronestop.org/Toolkit/Jobs/Find-Veteran-Jobs.aspx?location=TX&persist=true&ajax=0>

<http://www.military.com/veteran-jobs/skills-translator/>

This link is to Veterans Affairs Canada, it contains links to services as well as a converter to get the civilian equivalencies of your MOSID:

<http://www.veterans.gc.ca/eng/services/jobs>

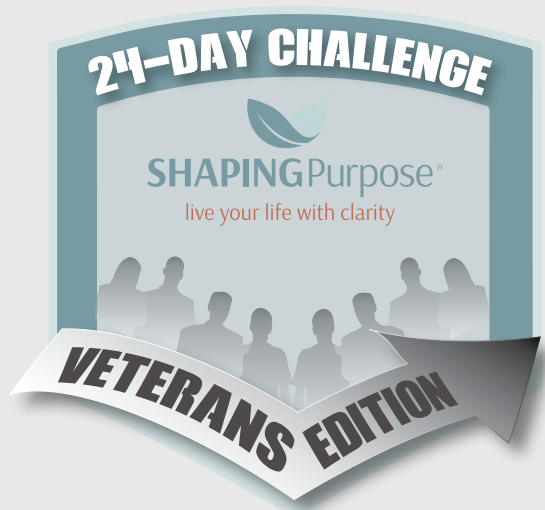


CONCLUSION

We have looked at many of the assets that any veteran can bring to a new job. This list is by no means exhaustive; there are many other valuable resources that will help you enjoy a successful future. We also looked briefly in to some of the issues with resume writing and things to avoid, yes it was a very brief look, but it will help to guide your thoughts when you get to the writing part of the resume process. Please refer to the provided references for further guidance.

We here at Shaping Purpose hope that this short guide got you to thinking about what you have to offer the civilian world and wish you the very best in your future undertakings.

Introducing The 24-Day Challenge



In Just 24 days, come out with a vision for your life.

Using proven micro-learning methodology, the 24-Day Challenge helps you examine your life, and pull out your gifts, passions and values and create a plan for your next steps.

A remarkable methodology that helps you shape a lasting life purpose.

Break out of your funk, break away from what you think they want you to be and shape your unique vision of your future.

Learn more at

shapingpurpose.com/24-day-challenge

APPENDIX 1

The following tables are the property of [The CAF Career Transition Service](#), they are shown here as taken from Military to Civilian Employment – A Career Practitioner’s Guide by Yvonne Rodney That can be found here (Pages 205 - 217). <https://ceric.ca/resource/military-to-civilian-employment-a-career-practitioners-guide/>

Civilian	MilTrade	MilCategory	MilNCM/Officer
Accommodation Services Manager	Steward	Air & Ship's Crew	NCM
Accounting Clerk	Resource Management Support Clerk	Administration & Support	NCM
Administrative Services Manager	Steward	Air & Ship's Crew	NCM
Administrative/Financial Clerk	Resource Management Support Clerk	Administration & Support	NCM
Administrator	Intelligence Operator	Other	NCM
Aerospace Engineer	Aerospace Engineering Officer	Engineers	Officer
Air Conditioner Repair Technician	Electronic-Optronic Technician - Land	Technicians	NCM
Air Traffic Controller	Aerospace Control Operator	Sensor & Radar	NCM
Air Traffic Controller	Aerospace Control Officer	Sensor & Radar	Officer
Airborne Radar Operator	Airborne Electronic Sensor Operator	Sensor & Radar	NCM
Airborne Survey Operator	Airborne Electronic Sensor Operator	Sensor & Radar	NCM
Aircraft Maintenance Engineer Avionics (AME-E)	Avionics Systems Technician	Technicians	NCM
Aircraft Maintenance Engineer Mechanical (AME-M)	Aviation Systems Technician	Technicians	NCM
Aircraft Mechanics and Aircraft Inspectors	Air Weapons System Technician	Technicians	NCM
Airline, Corporate Jet or Helicopter Pilot	Pilot	Air & Ship's Crew	Officer
Airport Duty Manager	Aerospace Control Officer	Sensor & Radar	Officer
Airport Fire Fighter	Fire Fighter	Public Protection	NCM
Airport Manager	Aerospace Control Officer	Sensor & Radar	Officer

Civilian	MilTrade	MilCategory	MilNCM/Officer
Ambulance and First Aid Attendant	Medical Technician	Health Care	NCM
Ambulance Attendant and Paramedic	Search and Rescue Technician	Public Protection	NCM
Ambulance Driver	Medical Technician	Health Care	NCM
Animal Health Technologist	Medical Laboratory Technologist	Health Care	NCM
Appliance Repair Technician	Electrical Distribution Technician	Technicians	NCM
Appliance Service and Repair	Weapons Engineering Technician	Technicians	NCM
Arc/Acetylene Welder	Hull Technician	Technicians	NCM
Architect	Engineering Officer	Engineers	Officer
Arranger or Composer	Musician	Other	NCM
Assembler-Electronic Equipment	Electronic-Optronic Technician - Land	Technicians	NCM
Attendant in Accommodation and Travel	Steward	Air & Ship's Crew	NCM
Audio and Video Recording Technician	Imagery Technician	Other	NCM
Autobody Repair Technician	Materials Technician	Technicians	NCM
Automated-Processing Repair Technician	Electronic-Optronic Technician - Land	Technicians	NCM
Automotive Brake and Front-end Mechanic	Vehicle Technician	Technicians	NCM
Band or Orchestra Leader	Musician	Other	NCM
Banking and Insurance Clerk	Resource Management Support Clerk	Administration & Support	NCM
Biochemistry Technologist	Medical Laboratory Technologist	Health Care	NCM
Biomedical Engineering Technologist	Biomedical Electronics Technologist	Health Care	NCM
Blaster (Construction)	Combat Engineer	Engineers	NCM
Bookkeeper	Resource Management Support Clerk	Administration & Support	NCM

Civilian	MilTrade	MilCategory	MilNCM/Officer
Bookkeeper	Steward	Air & Ship's Crew	NCM
Bus Driver	Mobile Support Equipment Operator	Administration & Support	NCM
Business Administrator	Aerospace Engineering Officer	Engineers	Officer
Business Services Manager	Resource Management Support Clerk	Administration & Support	NCM
Canadian Aviation Maintenance Council (CAMC) Aircraft Maintenance Technician	Aviation Systems Technician	Technicians	NCM
Canadian Aviation Maintenance Council (CAMC) Avionics Maintenance Technician	Avionics Systems Technician	Technicians	NCM
Cargo Agent (Air, Rail, Land and Sea)	Traffic Technician	Administration & Support	NCM
Carpenter	Construction Technician	Technicians	NCM
Carpenter (Rough)	Combat Engineer	Engineers	NCM
Cartographer	Geomatics Technician	Technicians	NCM
Cartographer	Construction Engineering Officer	Engineers	Officer
Certified Engineering Technician (Civil/Construction)	Construction Technician	Technicians	NCM
Certified Engineering Technician (Civil/Construction)	Plumbing and Heating Technician	Technicians	NCM
Certified Engineering Technician (Electrical)	Electrical Distribution Technician	Technicians	NCM
Certified Engineering Technician (Mechanical)	Refrigeration and Mechanical Systems Technician	Technicians	NCM
Certified Engineering Technician (Mechanical)	Water, Fuels and Environmental Technician	Technicians	NCM
Certified Engineering Technician (Mechanical/Electrical)	Electrical Generating Systems Technician	Technicians	NCM
Chauffeur	Mobile Support Equipment Operator	Administration & Support	NCM

Civilian	MilTrade	MilCategory	MilNCM/Officer
Chemical Engineer	Electrical and Mechanical Engineering Officer	Engineers	Officer
Church Headquarters	Chaplain	Other	Officer
Civil Engineering Technician	Combat Engineer	Engineers	NCM
Civilian Ammunition Technician	Ammunition Technician	Technicians	NCM
Columnist	Public Affairs Officer	Administration & Support	Officer
Computer Engineer	Electrical and Mechanical Engineering Officer	Engineers	Officer
Computer Incident Response Specialist	Communicator Research Operator	Telecommunications	NCM
Computer Network or Systems Administrator	Naval Communicator	Telecommunications	NCM
Computer Operator	Armoured Soldier	Combat Specialists	NCM
Computer Operator	Artillery Soldier - Field	Combat Specialists	NCM
Construction Engineer	Construction Engineering Officer	Engineers	Officer
Construction Engineer	Engineering Officer	Engineers	Officer
Construction Engineering Technician	Combat Engineer	Engineers	NCM
Construction Millwright	Combat Engineer	Engineers	NCM
Construction Millwright and Industrial Mechanic	Marine Engineer	Technicians	NCM
Contract Administrator	Supply Technician	Administration & Support	NCM
Correction Services Chaplaincy	Chaplain	Other	Officer
Cryptographer	Naval Communicator	Telecommunications	NCM
Customer Service, Information Clerk	Resource Management Support Clerk	Administration & Support	NCM
Customs Agent	Traffic Technician	Administration & Support	NCM
Data Base Manager	Geomatics Technician	Technicians	NCM

Civilian	MilTrade	MilCategory	MilNCM/Officer
Data Entry Clerk	Resource Management Support Clerk	Administration & Support	NCM
Deck Hand – Fishing Vessel	Boatswain	Air & Ship's Crew	NCM
Dental Assistant	Dental Technician	Health Care	NCM
Dental Hygienist	Dental Technician	Health Care	NCM
Dentist	Dental Officer	Health Care	Officer
Diagnostic Ultrasound Technologist	Medical Radiation Technologist	Health Care	NCM
Director of Public Works	Construction Engineering Officer	Engineers	Officer
Director, Public Relations	Public Affairs Officer	Administration & Support	Officer
Dispatcher and Radiotelephone Operator	Naval Combat Information Operator	Engineers	NCM
Dispatcher, Motor Vehicles	Mobile Support Equipment Operator	Administration & Support	NCM
Driver	Artillery Soldier - Field	Combat Specialists	NCM
Drywaller/Plasterer	Construction Technician	Technicians	NCM
Ecumenical Organizations	Chaplain	Other	Officer
Editor, News and Special Events	Public Affairs Officer	Administration & Support	Officer
Electric Truck Servicer (Forklifts)	Electronic-Optronic Technician - Land	Technicians	NCM
Electrical & Electronic Engineering Technologists & Technicians	Air Weapons System Technician	Technicians	NCM
Electrical and Electronics Engineer	Weapons Engineering Technician	Technicians	NCM
Electrical and Electronics Engineers	Electrical and Mechanical Engineering Officer	Engineers	Officer
Electrician	Electrical Distribution Technician	Technicians	NCM
Electrician Apprentice	Electrical Technician	Technicians	NCM
Electrician Helper (Shipboard)	Electrical Technician	Technicians	NCM

Civilian	MilTrade	MilCategory	MilNCM/Officer
Electrician Helper (Shipboard)	Weapons Engineering Technician	Technicians	NCM
Electrician Power Line and Cable Worker	Electrical Distribution Technician	Technicians	NCM
Electrician Repairman Helper	Electrical Technician	Technicians	NCM
Electrician, Marine Equipment	Electrical Technician	Technicians	NCM
Electro-Mechanical Technician	Electronic-Optronic Technician - Land	Technicians	NCM
Electronic Engineering Technician	Aerospace Telecommunication & Information Systems Technician	Telecommunications	NCM
Electronic Engineering Technician/Technologist	Army Communication and Information Systems Specialist	Telecommunications	NCM
Electronic Engineering Technician/Technologist	Electronic-Optronic Technician - Land	Technicians	NCM
Electronic Engineering Technologist	Aerospace Telecommunication & Information Systems Technician	Telecommunications	NCM
Electronic Service Technician	Aerospace Telecommunication & Information Systems Technician	Telecommunications	NCM
Electronics Repair Apprentice	Weapons Engineering Technician	Technicians	NCM
Electronics Repair Journeyman	Weapons Engineering Technician	Technicians	NCM
Emergency Medical Attendant (EMA)	Medical Technician	Health Care	NCM
Emerging Science and Technical Fields	Electrical and Mechanical Engineering Officer	Engineers	Officer
Employment Supervisor	Personnel Selection Officer	Administration & Support	Officer
Engineering Inspectors and Regulatory	Ammunition Technician	Technicians	NCM
Environmental Assessor	Water, Fuels and Environmental Technician	Technicians	NCM
Environmental Engineer	Engineering Officer	Engineers	Officer
Equipment Mechanic	Marine Engineer	Technicians	NCM

Civilian	MilTrade	MilCategory	MilNCM/Officer
Explosive and Ammunitions Magazine Foreman/woman	Air Weapons System Technician	Technicians	NCM
Facilities Manager	Construction Engineering Officer	Engineers	Officer
Facility Operations Manager	Army Communication and Information Systems Specialist	Telecommunications	NCM
Facility Operations Manager	Aerospace Control Officer	Sensor & Radar	Officer
Federal Public Service: Computer Services	Geomatics Technician	Technicians	NCM
Federal Public Service: Engineering and Scientific Support	Geomatics Technician	Technicians	NCM
Fire Alarm Installer and Repairer	Electrical Distribution Technician	Technicians	NCM
Fire Chief	Construction Engineering Officer	Engineers	Officer
Fire Inspector	Fire Fighter	Public Protection	NCM
Fire Instructor	Fire Fighter	Public Protection	NCM
Fire Investigator	Fire Fighter	Public Protection	NCM
Fire Officer	Fire Fighter	Public Protection	NCM
Firearms Inspector	Weapons Technician	Technicians	NCM
Firefighter	Armoured Soldier	Combat Specialists	NCM
Firefighter	Search and Rescue Technician	Public Protection	NCM
Flight Attendant, Purser	Steward	Air & Ship's Crew	NCM
Flight Instructor (basic through Jets or Helicopters)	Pilot	Air & Ship's Crew	Officer
Flight Line Agent	Traffic Technician	Administration & Support	NCM
Flight Service Specialist	Aerospace Control Officer	Sensor & Radar	Officer
Food Counter Attendant, Kitchen Helper	Steward	Air & Ship's Crew	NCM
Food Service Supervisor	Steward	Air & Ship's Crew	NCM
Food Services Instructor in High Schools or Colleges	Cook	Administration & Support	NCM

Civilian	MilTrade	MilCategory	MilNCM/Officer
Foreign Service Officer	Public Affairs Officer	Administration & Support	Officer
Forestry Technologist and Technician	Search and Rescue Technician	Public Protection	NCM
Gasfitter	Weapons Technician	Technicians	NCM
General Machinist	Materials Technician	Technicians	NCM
General Office Clerk	Resource Management Support Clerk	Administration & Support	NCM
General Welder	Materials Technician	Technicians	NCM
Geodetic Surveyor	Geomatics Technician	Technicians	NCM
Geographic Information System Technician	Geomatics Technician	Technicians	NCM
Geological Engineer	Engineering Officer	Engineers	Officer
Guard	Armoured Soldier	Combat Specialists	NCM
Gun Assembler	Weapons Technician	Technicians	NCM
Gunsmith	Weapons Technician	Technicians	NCM
Hazardous Material Incident Commander	Fire Fighter	Public Protection	NCM
Hazardous Material Technician	Fire Fighter	Public Protection	NCM
Head Bartender and Barkeeper	Steward	Air & Ship's Crew	NCM
Health Care Administrator	Health Care Administration Officer	Administration & Support	Officer
Heating Technician	Plumbing and Heating Technician	Technicians	NCM
Heavy Equipment Operator	Armoured Soldier	Combat Specialists	NCM
Heavy Equipment Operator	Combat Engineer	Engineers	NCM
Heavy-Duty Equipment Mechanic	Marine Engineer	Technicians	NCM
High-Pressure Welder	Materials Technician	Technicians	NCM
Highway Construction Foreman	Combat Engineer	Engineers	NCM
Histology Technologist	Medical Laboratory Technologist	Health Care	NCM

Civilian	MilTrade	MilCategory	MilNCM/Officer
Hospital Administrator	Health Care Administration Officer	Administration & Support	Officer
Hospital Operations Officer	Health Care Administration Officer	Administration & Support	Officer
Hospital Services Officer	Health Care Administration Officer	Administration & Support	Officer
Hospital, School and University Chaplaincies	Chaplain	Other	Officer
Hotel Clerk Supervisor	Steward	Air & Ship's Crew	NCM
Hotel Front Desk Clerk	Steward	Air & Ship's Crew	NCM
Human Resource Manager	Resource Management Support Clerk	Administration & Support	NCM
Human Resources Manager	Aerospace Control Officer	Sensor & Radar	Officer
Human Resources Manager	Aerospace Engineering Officer	Engineers	Officer
Human Resources Manager	Engineering Officer	Engineers	Officer
HVAC Technician	Refrigeration and Mechanical Systems Technician	Technicians	NCM
Hydraulics Technician	Weapons Technician	Technicians	NCM
Hydro Power Station Operator	Marine Engineer	Technicians	NCM
Imagery Specialist	Intelligence Operator	Other	NCM
Imagery Specialist	Intelligence Officer	Other	Officer
Industrial and Manufacturing Engineer	Electrical and Mechanical Engineering Officer	Engineers	Officer
Industrial Electrical Technician	Electrical Generating Systems Technician	Technicians	NCM
Industrial Mechanic	Electrical Generating Systems Technician	Technicians	NCM
Industrial Truck Mechanic	Vehicle Technician	Technicians	NCM
Information Management Specialist	Communicator Research Operator	Telecommunications	NCM
Maître d'hôtel and Host/Hostess	Steward	Air & Ship's Crew	NCM

Civilian	MilTrade	MilCategory	MilNCM/Officer
Manager of a Flight Operations department	Pilot	Air & Ship's Crew	Officer
Manager or Supervisor (Food Service Establishment)	Cook	Administration & Support	NCM
Manpower Counsellor	Personnel Selection Officer	Administration & Support	Officer
Marine Traffic Controller	Naval Communicator	Telecommunications	NCM
Marine Weapons Engineering Technician	Weapons Engineering Technician	Technicians	NCM
Maritime Traffic Controller	Naval Combat Information Operator	Engineers	NCM
Mason	Construction Technician	Technicians	NCM
Material handlers	Ammunition Technician	Technicians	NCM
Material Manager	Supply Technician	Administration & Support	NCM
Mechanical Engineering	Electrical and Mechanical Engineering Officer	Engineers	Officer
Medical Laboratory Technologist	Medical Laboratory Technologist	Health Care	NCM
Medical Laboratory Technologist and Pathologist Assistant	Medical Laboratory Technologist	Health Care	NCM
Medical Radiation Technologist	Medical Radiation Technologist	Health Care	NCM
Medical Supply Clerk	Medical Technician	Health Care	NCM
Metallurgical and Manufacturing Engineers	Electrical and Mechanical Engineering Officer	Engineers	Officer
Meteorological Inspector	Meteorological Technician	Technicians	NCM
Microbiology Technologist	Medical Laboratory Technologist	Health Care	NCM
Millwright	Hull Technician	Technicians	NCM
Millwright	Materials Technician	Technicians	NCM
Millwright	Weapons Technician	Technicians	NCM
Minilab Operator	Imagery Technician	Other	NCM

Civilian	MilTrade	MilCategory	MilNCM/Officer
Mining Engineer	Engineering Officer	Engineers	Officer
Municipal Engineer	Construction Engineering Officer	Engineers	Officer
News Analyst, Broadcasting	Public Affairs Officer	Administration & Support	Officer
Non-Governmental Organizations	Chaplain	Other	Officer
Nurse	Nursing Officer	Health Care	Officer
Office Manager	Resource Management Support Clerk	Administration & Support	NCM
Operator and Attendant in the Fields of Amusement, Recreation and Sports	Steward	Air & Ship's Crew	NCM
Optical/Optronics Technician	Electronic-Optronics Technician - Land	Technicians	NCM
Oral and Maxillofacial Surgeon	Dental Officer	Health Care	Officer
Other Assemblers and Inspectors	Ammunition Technician	Technicians	NCM
Other Federal Law Enforcement: Customs, Immigration and Fisheries	Military Police	Public Protection	NCM
Other Federal Law Enforcement: Customs, Immigration and Fisheries	Military Police Officer	Public Protection	Officer
Other Metal Products Machine Operators	Ammunition Technician	Technicians	NCM
Other Professional Engineers	Electrical and Mechanical Engineering Officer	Engineers	Officer
Outdoor Sport and Recreational Guide	Search and Rescue Technician	Public Protection	NCM
Painter/Glazier	Construction Technician	Technicians	NCM
Painter-Spray Finisher	Materials Technician	Technicians	NCM
Paralegal	Intelligence Operator	Other	NCM
Pastoral Counselling Education	Chaplain	Other	Officer

Civilian	MilTrade	MilCategory	MilNCM/Officer
Payroll Clerk	Resource Management Support Clerk	Administration & Support	NCM
PC Service Technician	Aerospace Telecommunication & Information Systems Technician	Telecommunications	NCM
Periodontist	Dental Officer	Health Care	Officer
Personnel and Recruitment Officer	Resource Management Support Clerk	Administration & Support	NCM
Personnel Clerk	Resource Management Support Clerk	Administration & Support	NCM
Personnel Officer	Personnel Selection Officer	Administration & Support	Officer
Petroleum Engineer	Electrical and Mechanical Engineering Officer	Engineers	Officer
Pharmacist	Pharmacy Officer	Health Care	Officer
Photogrammetrist	Geomatics Technician	Technicians	NCM
Photographers (All types)	Imagery Technician	Other	NCM
Physician	Medical Officer	Health Care	Officer
Physiotherapist	Physiotherapy Officer	Health Care	Officer
Plumber	Hull Technician	Technicians	NCM
Plumber	Plumbing and Heating Technician	Technicians	NCM
Police and Security Investigator and Consultant	Intelligence Officer	Other	Officer
Political Analyst	Intelligence Officer	Other	Officer
Political Scientist and Theorist	Intelligence Officer	Other	Officer
Power Plant Operator	Electrical Generating Systems Technician	Technicians	NCM
Primary Care Paramedic	Medical Technician	Health Care	NCM
Private Investigator	Intelligence Operator	Other	NCM
Professional Church Worker	Chaplain	Other	Officer
Project Manager – Construction	Construction Engineering Officer	Engineers	Officer

Civilian	MilTrade	MilCategory	MilNCM/Officer
Property Administrator	Steward	Air & Ship's Crew	NCM
Prosthodontist	Dental Officer	Health Care	Officer
Provincial, Regional and Municipal Police Services	Military Police	Public Protection	NCM
Provincial, Regional and Municipal Police Services	Military Police Officer	Public Protection	Officer
Psychologist – General, Developmental, Social, Counselling, Industrial or Educational	Personnel Selection Officer	Administration & Support	Officer
Public Health Dentist	Dental Officer	Health Care	Officer
Purchasing Manager	Steward	Air & Ship's Crew	NCM
Purchasing Officer	Supply Technician	Administration & Support	NCM
Radio Communications Equipment Repairer	Aerospace Telecommunication & Information Systems Technician	Telecommunications	NCM
Radio Operator	Naval Communicator	Telecommunications	NCM
Railway and Maritime Controller	Aerospace Control Operator	Sensor & Radar	NCM
Railway and Maritime Traffic Controller	Aerospace Control Officer	Sensor & Radar	Officer
RCMP	Military Police	Public Protection	NCM
RCMP	Military Police Officer	Public Protection	Officer
Realty Asset Manager	Construction Engineering Officer	Engineers	Officer
Records and File Clerk	Resource Management Support Clerk	Administration & Support	NCM
Refrigeration Technician	Refrigeration and Mechanical Systems Technician	Technicians	NCM
Registered Nursing Assistant	Medical Technician	Health Care	NCM
Restaurant and Food Services Manager	Steward	Air & Ship's Crew	NCM
Retail Trade Manager	Steward	Air & Ship's Crew	NCM

Civilian	MilTrade	MilCategory	MilNCM/Officer
Retail Trade Supervisor	Steward	Air & Ship's Crew	NCM
Roofer	Construction Technician	Technicians	NCM
Security Alarm Installer and Maintainer	Electrical Distribution Technician	Technicians	NCM
Security Consultant	Intelligence Operator	Other	NCM
Senior Project Manager - Construction	Engineering Officer	Engineers	Officer
Sheet Metal Worker	Hull Technician	Technicians	NCM
Sheet-Metal Worker	Materials Technician	Technicians	NCM
Ship Carpenter	Hull Technician	Technicians	NCM
Ship's Boatswain	Boatswain	Air & Ship's Crew	NCM
Shipping and Receiving Agent	Traffic Technician	Administration & Support	NCM
Short Order Cook	Steward	Air & Ship's Crew	NCM
Singer	Musician	Other	NCM
Small Arms Tester	Weapons Technician	Technicians	NCM
Snow Removal Equipment Operator	Mobile Support Equipment Operator	Administration & Support	NCM
Special Social Ministries such as Street Ministry	Chaplain	Other	Officer
Staff Officers	Resource Management Support Clerk	Administration & Support	NCM
Stationary Engineer and Auxiliary Equipment Operator	Marine Engineer	Technicians	NCM
Storekeeper and Parts Clerk	Steward	Air & Ship's Crew	NCM
Stores Person	Supply Technician	Administration & Support	NCM
Structural Fire Fighter	Fire Fighter	Public Protection	NCM
Supervisor of Finance and Insurance Clerks	Steward	Air & Ship's Crew	NCM

Civilian	MilTrade	MilCategory	MilNCM/Officer
Surveillance/Thermal Equipment Technician	Electronic-Optronic Technician - Land	Technicians	NCM
Survey Instrument Repairman	Electronic-Optronic Technician - Land	Technicians	NCM
Surveyor	Artillery Soldier - Field	Combat Specialists	NCM
Telecommunication Cabling Network Designer and Manager	Army Communication and Information Systems Specialist	Telecommunications	NCM
Telecommunications Equipment Installer	Aerospace Telecommunication & Information Systems Technician	Telecommunications	NCM
Telecommunications Operator and Manager	Army Communication and Information Systems Specialist	Telecommunications	NCM
Television Repair Technician	Electronic-Optronic Technician - Land	Technicians	NCM
Test/Delivery Pilot for an Aircraft Manufacturer	Pilot	Air & Ship's Crew	Officer
Textile Repair Technician	Materials Technician	Technicians	NCM
Ticket and Cargo Agent	Resource Management Support Clerk	Administration & Support	NCM
Tool-and-Die Maker	Materials Technician	Technicians	NCM
Transport Canada Pilot Inspector	Pilot	Air & Ship's Crew	Officer
Travel Agent	Traffic Technician	Administration & Support	NCM
Truck Driver	Mobile Support Equipment Operator	Administration & Support	NCM
Truck or Forklift Operator	Supply Technician	Administration & Support	NCM
Truck-Trailer Repairer	Vehicle Technician	Technicians	NCM
Tugboat Captain	Boatswain	Air & Ship's Crew	NCM
Tune-up Specialist	Vehicle Technician	Technicians	NCM
Utilities Manager	Construction Engineering Officer	Engineers	Officer
Utilities/Equipment Manager	Engineering Officer	Engineers	Officer

Civilian	MilTrade	MilCategory	MilNCM/Officer
Video Camera Operator	Imagery Technician	Other	NCM
Video Editor	Imagery Technician	Other	NCM
Warehouse Manager	Traffic Technician	Administration & Support	NCM
Warehouse Supervisor	Supply Technician	Administration & Support	NCM
Waste Water Plant Technician	Water, Fuels and Environ- mental Technician	Technicians	NCM
Water Bomber or Medical Evacuation Pilot	Pilot	Air & Ship's Crew	Officer
Water Plant Technician	Water, Fuels and Environmental Technician	Technicians	NCM
Weather Service Specialist	Meteorological Technician	Technicians	NCM
Youth Ministry	Chaplain	Other	Office

ACKNOWLEDGMENTS

The following resources were consulted in the creation of this document. You are urged to have a look at them as they contain some very useful information:

This is a very informative document produced by the RAND Corporation Titled “What Veterans Bring to Civilian Workplaces”

<https://www.rand.org/pubs/tools/TL160z1-1.html>

This is the link where you can download the eBook Military to Civilian Employment – A Career Practitioner’s Guide by Yvonne Rodney referenced in this Guide:

<https://ceric.ca/resource/military-to-civilian-employment-a-career-practitioners-guide/>

This link is to the blog dedicated to resumes for military personnel looking for civilian jobs. It has lots of templates, advice and examples:

<https://zety.com/blog/military-resume>

The following two links are for searching jobs using your military occupation code or description to search for jobs in the United States:

<https://www.careeronestop.org/Toolkit/Jobs/Find-Veteran-Jobs.aspx?location=TX&persist=true&ajax=0>

<http://www.military.com/veteran-jobs/skills-translator/>

This link is to Veterans Affairs Canada, it contains links to services as well as a converter to get the civilian equivalencies of your MOSID:

<http://www.veterans.gc.ca/eng/services/transition>



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