Veteran Transition Toolkit

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Translate your experience into work an employer understands. This package includes the skills bank, KSA workbook, resume materials, cover letter and manual application tracker. Use the federal resume only for the federal branch; tailor a civilian version to the employer's instructions.

Choose a branch before writing

For federal service, read hiring-path eligibility, qualifications and required evidence separately. Veterans' preference and special hiring authorities have different rules. Preference does not guarantee a job; it does not apply under Direct Hire Authority. Do not assume every veteran qualifies for every path. Use the announcement contact and OPM resources to clarify your situation.

For civilian employers, identify actual job duties, required licenses and location. A military specialty is evidence of experience, not an automatic civilian license. If a posting asks for a credential you lack, check whether an equivalent is accepted before claiming qualification.

Translate without inflating

Military wording	Clear civilian description to adapt only if true
Maintained accountability of unit equipment	Reconciled equipment records with physical inventory and documented discrepancies
Conducted personnel actions	Processed personnel records and checked submissions against required documentation
Led squad training	Planned and delivered team instruction, checked understanding and tracked completion
Coordinated maintenance readiness	Scheduled maintenance tasks, tracked delays and communicated equipment availability

Keep legitimate titles; add a plain-language explanation rather than inventing a civilian role. Spell out acronyms the first time. Do not equate rank to a GS grade or claim a current clearance solely because you previously held one. Describe only unclassified, releasable work.

A practical transition sequence

Week 1: Pick two role families and compare three actual openings in each. Identify repeated requirements and which you can prove.

Week 2: Build six evidence stories using the KSA worksheet. Request permitted records and references. Keep personal service records in a private folder.

Week 3: Tailor one resume for each branch. Federal submissions must ordinarily fit within two pages under current OPM requirements. Civilian resume length follows relevance and the employer's directions; there is no universal veteran page count.

Week 4: Complete applications carefully, practice interviews and track responses. Review what works after several comparable applications rather than changing every document after one rejection.

Document and eligibility record

Hiring path claimed: _____

Official eligibility source / announcement: _____

Evidence requested and available: _____

License or education gap: _____

Record requested / follow-up date: _____

Do not attach medical or discharge records indiscriminately. Submit only the documentation requested through the official channel. Where required, inspect that the correct record/version supports the claimed eligibility.

Interview translation exercise

Explain one technical task without acronyms. Describe your own contribution, the boundaries of your authority and what changed. Practice: “Tell me about a time you trained a colleague”; “How did you handle a discrepancy?”; “What civilian skill are you developing?” Admit unfamiliar commercial tools and describe a concrete learning plan.

References

- OPM veteran employment information
- OPM Direct Hire Authority
- OPM two-page resume guidance

Reviewed September 27, 2026. Hiring decisions and eligibility are determined by the hiring agency, not this toolkit.