



# MARINES IN TRANSITION

a publication of the Marine Executive Association

www.MarineEA.org



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A Quarterly Publication of the Marine Executive Association

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## JOB SUCCESS – EDUCATION IS THE KEY

*By Daniel McLean, MEA Newsletter Editor*

You have undoubtedly heard it before “you need that diploma to get anywhere in life” well it is very true. One thing we all do is first is to dedicate our life/time/energy to the Marine Corps, not that it is wrong, but at some time you have to look at life after the Marine Corps. Now maybe I am not making myself perfectly clear, you need to get educated!!! If you are still on active duty use the tuition assistance program and begin to take the basic college courses, math, science, social sciences, use CLEP to test out of and get credits for courses you have experience in, and once you have the basics then start looking at something that interests you. Many of our MOSs train you for a job in the Corps, however most do not provide readily transferable skills to use in a job after you leave active duty.

A college degree is not for you? There are plenty of valuable skills training courses available such as automotive, culinary, computer service technician, and medical office assistant to name a few so even if you are not good at or interested typical college courses look into the skills/trades arena.

So what are the risks? Well if you start before you leave active duty then you may have less evening and weekend liberty with your buddies, if you are married, you suffer a little less time with your spouse and children, and you may even have to suffer the rounds fired at you by the First Sergeant about being in college (all the while the First Sergeant is taking classes as well but taking them online so no one will see he or she in a classroom!!).

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**View the complete listing of MEA officers and committee members on MarineEA.org.**

## MEA CHAPTER UPDATE

### MEA New York Chapter to Host Summer Event

The MEA New York Chapter will be hosting a BBQ in early September. Click on the below links to:

[View details as they are announced.](#)

[View photos for summer BBQ'09.](#)



## WE'RE LOOKING FOR VOLUNTEERS

The MEA's need for volunteers is ongoing. If you can help Marines in transition by volunteering to assist in a Marine in Transition support area, please contact Tim Murphy, MEA Executive Director, [execdir@marineea.org](mailto:execdir@marineea.org) or 703-980-3878.



## TRANSFERABLE JOB SKILLS IS A VITAL JOB-SEARCH TECHNIQUE

One of the most important concepts you will ever encounter in the job-hunting process is that of transferable job skills. This is especially important to service members as the majority of the US population never served in the Armed Services. The deft use of transferable skills should be a major part of your job search and be a key factor in your resume, cover letter, and interview strategies.

What are transferable skills? Simply put, they are skills you have acquired during any activity in your life jobs, classes, projects, parenting, hobbies, sports, virtually anything that are transferable and applicable to what you want to do in your next job.

In resumes, cover letters, and during interviews, you should always portray your skills as applicable to the job you seek. If you have good experience and you're seeking in a job in the same field you've pursued in the past, portraying your skills as transferable is relatively easy (an aircraft mechanic is an aircraft mechanic). But if you are changing careers or planning to do something entirely different from what you've done in the Marines, or have been assigned to Combat Arms, you have a much more difficult task ahead of you.

Let's first look at the career and skills changer's dilemma first. I was recently asked to do a resume makeover for a Marine who wanted to become an account representative (sales, in other words).

I won't tell you what field she sought to change from; see if you can guess it from this entry on her old resume about her current job:

- Utilize personal computer for word processing, spreadsheets, and graphic design including internal/external correspondence, reports, procedure technical manuals and presentations.
- Create and distribute a variety of queries and reports using Microsoft Access.
- Process confidential employee records such as salary changes, vacation/absenteeism reports and performance appraisals, etc.
- Complete and submit invoices to process for payments. Schedule meetings/appointments and make travel arrangements.
- Accountable for reconciliation of travel and expense reports.

Did you guess Administrative? You're right. Her resume screams "administrative," not account representative. I told the Marine that if she really wanted an account representative position, she was emphasizing the wrong skills. She should not have been emphasizing clerical and secretarial skills or even computer skills. None of those skills is even mentioned in the job descriptions she sent me typifying the kind of job she wanted. I told her she should be emphasizing sales, customer service, interpersonal, and communications skills. Almost nothing in her current job the way she portrayed it on her old resume supported her desire to be an account rep. Yet, I'm sure her job requires great interpersonal skills, and she interacts with lots of different people and solves the problems of her boss and others. Those are the kinds of skills needed in the account rep jobs.

*Continued on next page*

## TRANSFERABLE JOB SKILLS *CONTINUED*

For example, I told her that instead of saying "Schedule meetings/appointments and make travel arrangements," she should say "Interact with a wide variety of personalities to schedule meetings and make travel arrangements."

That's what you need to do if you're seeking a new job. Think of everything you've done in terms of how it is transferable to what you want to be doing and portray it that way. For every item on your resume, think: How can I portray this skill so that it supports the idea of doing what I want to do in my next job, or the job I am applying for? If you can't make it support what you want to do, leave it out.

Look at this typical low skills job held by a college student, that of receptionist, and portrays it as applicable to her desire to work in finance:

- Proven ability to deal with a wide range of individuals, including high-net-worth investors and institutional money manager, in a stressful and time-sensitive environment.
- Gained knowledge of financial markets and instruments, especially stocks, bonds, futures and options.

Now see how a waitress friend becomes just the person you'd want to hire in an entry-level marketing job by portraying her skills as transferable:

- Act as a "sales representative" for the restaurant, selling add-ons and extras to achieve one of the highest per-ticket and per-night sales averages.

- Prioritize and juggle dozens of simultaneous responsibilities.
- Have built loyal clientele of regulars in addition to tourist trade.
- Use computer daily.

To know what skills to emphasize, you will probably have to do some research on the company at which you seek employment and the particular job you're applying for. If you're responding to an ad, it's easy to find clues right in the ad to the most important skills. You can also scarcely go wrong by emphasizing the skills that virtually all employers are looking for, and which you have developed in the Marines, such as teamwork, communications, interpersonal and Leadership skills. I try to make the point that every Marine I know can:

- Take orders.
- Follow directions.
- Work as a team member.
- Put together a plan to accomplish the task.
- Give orders.

### Virginia Workforce Network

Virginia Workforce Network (VWN) is the brand name for Virginia's system of one-stop career centers known as Virginia Workforce Centers, and other activities related to the Workforce Investment Act.

**Checkout the Virginia**  
**[One-Stop Career Centers](#)**

## JOB SUCCESS *CONTINUED*

What are the rewards? In this tough economy your education will help you in NOT becoming one of the many homeless veterans and you will be able to provide for your family.

The full article below can be found on [www.military.com](http://www.military.com) and can assist you in your mission planning. You can also visit the Veteran's Administration website at [www.va.gov](http://www.va.gov) to look at the benefits and what those benefits will pay for. After all if Uncle Sam is going to give you money for your education then you might as well use it!

### The First Step to Earning Your Degree

Earning your degree takes a good deal of time, money, goal setting and proper planning. The best way to avoid getting off track is to follow the "5 Steps to Getting Your Degree."

VETS proudly serves veterans & service members! We provide resources and expertise to assist and prepare them to obtain meaningful careers, maximize their employment opportunities, and protect their employment rights. <http://www.dol.gov/vets/>.

Job fairs and other information via the VETS link at the US Chamber of Commerce <http://www.uschamber.com/veterans/events>.

Lucy Jensen's Military Civilian networking page <http://www.military-civilian.com/>.

<http://military-civilian.blogspot.com/>

The Twitter Account address: **Military-Civilian@mil2civil**

Also, check the MEA website for updates, featured 'Hot Jobs' and business opportunities.

## MILITARY.COM NEWS

### Armed Forces Press Service - July 26, 2011

A bumper crop of new high school graduates who joined the military in June helped the Defense Department continue its strong recruiting and retention streak.

### USMC Pulls Controversial Water Booklet The Daily News, Jacksonville, N.C - July 25, 2011

Marine officials confirmed this week that a much-disputed pamphlet describing the history and effects of Camp Lejeune contaminated water had been pulled from the Marines' official website.

### The inTransition Program - Week of August 23, 2010

In a recent program of Dot-Mil-Docs, Dr. Lolita O'Donnell, program lead for inTransition, discussed the program's development, benefits and eligibility requirements, and how the program helps service members who are receiving mental health treatment through transitions made during and after their service. A recording of the program is available on the [health.mil Dot-Mil-Docs](http://health.mil/Dot-Mil-Docs) webpage.

### No More Retiring at 20 Years?

A sweeping new plan calls for a corporate-style benefits program that would contribute money to troops' retirement savings account rather than the promise of a future monthly pension. The move would save the Pentagon money at a time when it's being asked to cut at least \$400 billion.

[www.Military.com](http://www.Military.com)

Download the Defense Business Board Task Group's presentation on "Modernizing the Military Retirement System"

## Members Express Thanks

Dear Marine Executive Association,

I am pleased to inform you of my recent success in obtaining a career. I am a recent graduate of San Diego State University and new to Washington, DC as of January. I did not know a single person in the area and as I quickly learned; the key to getting a job in DC is to know people.

People at my wife's work, The Marine Corps Scholarship Foundation, told me about an association to help fellow marines network. I quickly joined the Marine Executive Association and started going to the luncheons. They were a great place to meet other Marines full of helpful information and possible leads. I also uploaded my resume on the MEA website every week for maximum exposure.

It was the website that proved to be a winner for me. I was approached by Valour LLC (a Service-Disabled, Marine Veteran-Owned, Small Business) about a position working as a sub-contractor for Booz Allen Hamilton on the DTRA contract. I am now working at the Booz Allen Hamilton building in Herndon, Virginia and plan to continue to attend MEA events and help our Marines that are looking to network.

I can't thank you enough for your excellent demonstration of Esprit de Corps and dedication to Marines helping Marines. I look forward to remaining a member of the MEA and referring every fellow marine I meet.

Simper Fi,

***Dustin Adams***

## VA CREATES WOMEN VETERANS CALL CENTER

July 7, 2011 - Major Outreach Effort Launched

WASHINGTON – The Department of Veterans Affairs (VA) has embarked on a major initiative to reach out to women Veterans in order to solicit their input on ways to enhance the health care services VA provides to women Veterans.

“We are taking a proactive approach to enhancing VA health care for women Veterans,” said Secretary of Veterans Affairs Eric K. Shinseki. “We are seeking the input of women Veterans so that VA can continue to provide high quality health care to the growing numbers of women Veterans.”

For more information about VA programs and services for women Veterans, please visit: [www.va.gov/womenvet](http://www.va.gov/womenvet) and [www.publichealth.va.gov/womenshealth](http://www.publichealth.va.gov/womenshealth)

For the entire article go to: <http://www.va.gov/opa/pressrel/pressrelease.cfm?id=2129>

## Upcoming Events



**August 12, 2011**

**MCB Quantico Luncheon**

**September 16, 2011**

**Henderson Hall Luncheon**

**September 29, 2011**

**NNMC Bethesda Networking  
Breakfast**

**October 21, 2011**

**MCB Quantico Luncheon**

**October 27, 2011**

**NNMC Bethesda Networking  
Breakfast**

**November 17, 2011**

**NNMC Bethesda Networking  
Breakfast**

**December 9, 2011**

**MCB Quantico Luncheon**

**View a listing of events on  
the MEA Calendar**

**[www.calendar.marineea.org](http://www.calendar.marineea.org)**

## Upcoming Job Fairs

**Aug 11** RecruitMilitary Veteran Opportunity Expo - Minneapolis, MN

**Aug 17** JobZone Job Fair - Andrews AFB

**Aug 19** CivilianJobs.com Career Expo - MCAS New River, NC

**Aug 31** CivilianJobs.com Career Expo – Norfolk, VA

**Sep 1** CivilianJobs.com Career Expo – Ft. Lee, VA

**Sep 15** RecruitMilitary Veteran Opportunity Expo - Boston, MA

**Sep 22** MOAA Pre-Career Fair Networking Event

**Sep 29** CivilianJobs.com Career Expo – MCAS Beaufort, SC

**Go to the MEA calendar for a  
complete list of job fairs**