

A tropical beach scene with a person's legs in a hammock. The person is wearing blue shorts and is lying in a brown rope hammock. The background features a sandy beach, a blue ocean, and several tall palm trees under a blue sky with white clouds. The scene is viewed from a first-person perspective, looking down at the person's legs in the hammock.

# How to Reduce the Stress of Your Military Transition

A Career Transition Workbook

**Vets2PM<sup>®</sup>**

We help military veterans achieve meaningful, lucrative post-service careers

## How to Reduce the Stress of Your Military Transition

76% of the thousands of post-911 military veterans surveyed by Military Transition.Org “completely agree” or “somewhat agree” that their transition from military-to-civilian occupation was “stressful”.

And at Vets2PM, *we believe them!* That’s because our own transitions from the Navy, Army, and Air Force were “stressful”, “confusing”, and “painful” as well!

That’s exactly why though, in only 6 years, we at Vets2PM have helped over 4,000 service members and veterans and counting achieve meaningful, lucrative post-service careers.

During that time, we have found that a lot of these feelings stem from 2 primary sources:

1. Reimagining oneself professionally is challenging because many veterans don’t know what civilian career field options they have based on the knowledge, skills, and abilities that they already possess.
2. They struggle to translate their military experience clearly and effectively into civilian experience.

That’s why we created and share our proven process with transitioning service members and veterans, this very workbook! And the best part? Now you’re only a couple hours away from reducing your transition stress while increasing your confidence through a new professional image!

OK, now to work...

### Step 1: Create a Love & Hate List

Below, jot down a list of items you loved about your military occupation, and another one listing items that you hated about your military occupation.

| <u>Things I loved:</u>                                 | <u>Things I hated:</u>   |
|--|--|
| Example, I loved knowing I had control over resources. | Example, I hated having to jump through paperwork hoops to make changes. |

## Step 2: Job Descriptions I Love

Spend an hour or two browsing job descriptions you find on LinkedIn, Monster, Indeed, or Glass Door for example; listing those job descriptions that contain items from your “Loved!” list and omitting those job descriptions that contain items from your “Hated!” list.

**Posted job descriptions containing “loved” items and no “hated” items.**

### Step 3: Credential Word Search

Within the Job Descriptions on your 'Keep' list, identify any credentials you see in them, and go find the certification organizations that own those credentials. Some examples are the Project Management Institute's Project Management Professional ("PMP") or Agile Certified Practitioner ("ACP"), the Institute of Certified Professional Managers' Certified Manager ("CM"), the Human Resources Certification Institute's Associate Professional in Human Resources ("aPHR"), or CompTIA's Security Plus ("Sec+").

Example: Head over to our Job Board [www.vets2pm.com/job-board/](http://www.vets2pm.com/job-board/), Indeed, or Monster's websites, keeping in mind when a job description says "preferred" it means you are up against others that have those credentials.

### Step 4: Translate Your Experience

Translate what you did into the statements that you recognize in each credential's associated body of knowledge ("BoK") or certification descriptions; this is the language the civilians in those professions speak in and recruiters choose key words from to find you in their searches.

Example: To find out about ICPM's Certified Manager ("CM") go to [www.icpm.biz](http://www.icpm.biz) or visit [www.vets2pm.com/training](http://www.vets2pm.com/training) to read more about the CM credential.

## Step 5: Validate Your Experience

Validate the civilian experience you present in your resume and LinkedIn profile with the associated credential. Doing so makes you more competitive. It helps you explain how your military experience is translated in the minds of civilian managers and proves your fluency in the applicable management dialect. It's what we call "provable fluency".

As you can see, with this workbook and just a couple hours of your time, you can significantly reduce the "stress", "confusion", and "pain" that 76%, 52%, and 50% of us respectively report at Military Transition.Org that we experience during our transitions, while simultaneously increasing your confidence because you're ready to interview for that civilian profession, as endorsed by an independent third-party! Hiring managers love that!

Additionally, and speaking of LinkedIn profiles and resumes, if you'd like to get more free resources such as three video courses on how to use LinkedIn, how to plan and run projects in the CIVDIV, and how to format your Executive resume, the same one we've used to help over 4,000 other veterans and counting land meaningful, lucrative post-service careers, just click the button below to create your free account to receive your resources through. We call it your "Student Portal" because you're learning to reduce your military-to-civilian occupation transition stress!

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