

# Vet Employment Manual

Transitioned 5+ Years Ago



While you may have transitioned out of the military years ago, your status as a veteran means employers value your skill set and are still looking to hire you. The first thing you need to do is decide about what you want to do: Get another job, go to school, start a business?

Your three main options are:

OPTION A

**Get Another Job**

OPTION B

**Go to School**

OPTION C

**Start a Business**

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## OPTION A

# Get Another Job

If you want to get another job there are some steps you should take to be competitive. This is the time to showcase to employers your military skills and the skills you've earned in the civilian world.



## STEP 1: Review your resume.

- Start by making a list of all the skills and experience you've acquired since leaving the military. Then use a resume review service and get an expert pair of eyes on your resume, or you can also [have your resume reviewed by Monster for free](#) as a veteran.

## STEP 2: Research.

- Use the [Military Skills Translator with Personality Assessment](#) and pay close attention to the optional fields where you can put in your civilian work experience or additional civilian accreditations you've earned since leaving the service.
- Use the personality assessment to discover if there are career paths you haven't thought of yet. Keep in mind, if you have an [active security clearance](#) you may be qualified for higher paying jobs.

## STEP 3: Apply.

- Most resume screening is automated so it's important to use the keywords from the job description in your online application.
- Second, a cover letter is still important, but you must personalize it to the job you are seeking and even [include details about the company you are trying to get hired by](#).
- Be patient and [follow up](#) if you want feedback but understand you won't always get it.

## OPTION B

# Go to School

Whether you are earning your first degree or getting an advanced degree there are some basic steps to take to ensure you are prepared.



## STEP 1: Figure out what type of degree you want and what school would be the best fit.

- Start by using a [school finder](#) to identify some options based on the kind of degree you are looking to get.
- Some decisions will be whether to attend a traditional brick and mortar school or get your degree online while you continue to work.
- Beware of “diploma mills” that promise a quick education but leave you with a degree that is less than desirable to employers.

## STEP 2: Find out how much of your [education benefits](#) will apply to your degree.

- Start by calculating your time in service and what the amount you may be entitled to is.
- Research the difference between the Montgomery GI Bill and the Post 9/11 GI Bill as they have different benefits.
- Have you transferred a portion of your education benefits to your family? Be sure to factor that in as you will have less of a percentage of your benefits available to use.
- Once you’ve got a short list of schools you’d like to attend, contact their offices and find out what you need to do to use your benefits at their institution.

## STEP 3: Make a [financial plan](#).

- Whether or not you are using your GI Bill benefits, it’s important to make a financial plan and understand where you may need to make up a difference with a [part time job](#) or a work-study job with your college or university.

## OPTION C

# Start a business

Veteran entrepreneurs are becoming more common. Here are three steps to take if this is your path:



## STEP 1: Solo or franchise?

- Do your [homework](#) to understand the risks and rewards of both options. Many franchises have a special discount for veterans who want to join their chains but buying to a franchise can be expensive. Understand ahead of time what is expected if you and what the success rate is for franchisees.
- If you are starting your business solo, know what your financing options are and consult with a professional about how to properly set up your business to protect your assets.

## STEP 2: Decide how much time this business will take.

- Is this business a side venture you're hoping to grow while working full time?
- Are you more comfortable as a sole business owner or will this venture be a partnership?
- These are the questions to ask yourself and do some research on to determine more than what business you will open, but rather what place it will occupy in your life.

## STEP 3: Make a business plan.

- Having a comprehensive business plan is essential. This will require research, [asking for other business owners advice](#) and an understanding of what to include in your business plan.