

VETERANS NEWSLETTER

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NATIONAL RESOURCE DIRECTORY

WWW.NATIONALRESOURCEDIRECTORY.GOV

The **National Resource Directory** (NRD) is a website for connecting wounded warriors, Service Members, Veterans, their families with those who support them.

It provides access to services and resources at the national, state and local levels to support recovery, rehabilitation and community reintegration. Visitors can find information on a variety of topics including benefits & compensation, education & training, employment, family & caregiver support, health, homeless assistance, housing, transportation & travel and other services & resources. For help on how to find resources on the site, visit the How to Use this Site section of the NRD.

The NRD is a partnership among the Departments of Defense, Labor and Veterans Affairs. The information contained within the NRD is from federal, state and local government agencies; Veterans service and benefit organizations; non-profit and community-based organizations; academic institutions and professional associations that provide assistance to wounded warriors and their families.

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|-----------------------------|--|
| Benefits & Compensation: | www.nationalresourcedirectory.gov/benefits_and_compensation |
| Education & Training: | www.nationalresourcedirectory.gov/education_and_training |
| Employment: | www.nationalresourcedirectory.gov/employment |
| Family & Caregiver Support: | www.nationalresourcedirectory.gov/family_and_caregiver_support |
| Health: | www.nationalresourcedirectory.gov/health |
| Homeless Assistance: | www.nationalresourcedirectory.gov/homeless_assistance |
| Housing: | www.nationalresourcedirectory.gov/housing |
| Transportation & Travel: | www.nationalresourcedirectory.gov/transportation_and_travel |
| Other Services & Resources: | www.nationalresourcedirectory.gov/other_services_and_resources |

NEW DoD PTSD WEBSITE

WWW.T2HEALTH.ORG/VWPROJ/

The Department of Defense has launched a website, "Virtual PTSD Experience", that will allow users to explore the causes and symptoms of post-traumatic stress in an anonymous setting on the Second Life virtual world platform. Second Life provides T2 a limitless space on the Internet where service members can learn more about PTSD causes, symptoms and resources for information and care. Visitors enter the Virtual PTSD Experience space through the Second Life website, which can be accessed for free.

For more information, visit the Virtual PTSD Experience website at <http://www.t2health.org/vwproj/>



SPECIAL POINTS OF INTEREST:

- *National Resource Directory*
- *Translate Military Experience into Civilian Terms*
- *11 Reasons to Hire Veterans*



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TRANSLATE MILITARY EXPERIENCE INTO CIVILIAN TERMS

WHEN YOU PREPARE YOUR RÉSUMÉ, YOU MUST TRANSLATE YOUR MILITARY JOBS AND ACCOMPLISHMENTS INTO SOMETHING THAT A CIVILIAN EMPLOYER CAN UNDERSTAND.

By Shane Christopher

Over Thanksgiving dinner, Aunt Jane asked you to tell her about what you do in the military. You pause, then proceeded with the following dissertation: "I'm the staff NCO for the O-5 who commands VP-16 for Wing-11. I just got a NAM for preparing the squadron for our deployment work-up inspection." Aunt Jane nearly chokes on her Stove Top® stuffing and replies with, "That's great Richie. I'm glad to hear you enjoy it." The conversation ends and Aunt Jane has no idea what you just said or what you do.

Aunt Jane has served on her local Rotary and now commands your 10 year-old cousin Mike's PTA meetings, and to her a "NAM" is the name of her kid's Tang Soo Do instructor. She doesn't speak your language!

Perhaps a better way to say this would be to tell her that you work for the CEO of the aircraft squadron and that you received a personal commendation for your work in preparing the troops for a recent inspection from your boss's boss.

Let Aunt Jane Enjoy Her Stuffing

When you prepare your résumé, it is vitally important to translate your military jobs and accomplishments into something that a civilian employer can understand.

Civilianizing your résumé helps recruiters understand how your skills translate into the needs of their company. Recruiters see thousands of résumés cross their desk. They don't have time to translate. Regardless of your skills, an uncivilized résumé will likely be passed over.

Knowing how to translate and articulate effectively provides a glimpse into your communication skills. This is especially important when hired, because you will be translating a company's products and services to outside customers and suppliers.

OK, You Get It. It's Important to Translate. But How Do You Do It?

Start by translating job positions such as "Company Commander" into "Operations Manager." Spell out all abbreviations and acronyms and translate their importance. Translate OJT and military schools into the real meaning behind the school. If you attended the NERS (Navy Enlisted Recruiter School), show it on your résumé as an in-depth, three-week sales training course. Your rank is important, but what's more important is the relative rank. If you supervised five people as an E-5, say that! Most civilians don't supervise five people until they have many years' experience. Did you make E-5 on your first try? If so, say that and indicate that only 20 percent of those in your field make E-5 on their first try. This shows superior performance relative to your peers and is a good indication of future success.

When you have finished, ask Aunt Jane to take a look at your résumé and ask her if it makes sense. Get input from other civilians who can tell you if your résumé is still "wearing too much camouflage."

The job seeker who articulates and translates best will ultimately land the interview!



(<http://www.gijobs.com/military-experience-to-civilian-terms.aspx>)

LEADERSHIP: YOUR MOST UNDERESTIMATED JOB SKILL

By Shane Christopher

An acquaintance of mine, Randy, owns a small insurance agency, employing about 15 people. Randy approached me for advice on dealing with a problem employee. He had recently hired a new agent with 20 years experience who was not pulling his weight. Despite the fact the agent was working strictly for commissions, Randy was upset the new agent didn't show up for work until 9 a.m. and often left by 3 p.m. Even when he was at work, Randy often caught him working on his daughter's basketball team line up or spending a lot of time on personal phone calls.

"Do as I Say, Not as I Do"

While I was giving Randy my advice, which included setting ground rules and clear expectations with the new agent, it became clear that Randy was uncomfortable approaching the new agent with these issues. Randy went on to tell me that the new agent would accuse him of the same conduct, but that since he was the "boss" he was exempt from the "ground rules." Randy was a "do as I say, not as I do" guy. Ever had a boss like Randy?



Leadership by Example

The military may have an occasional Randy slip through the cracks, but if you're like me, your bosses in the military were stellar leaders and set the pace on work ethic. It's called leadership by example and it's perhaps the most fundamental tenet of leadership. The military teaches leadership by example at every stage of development for both officers and enlisted. Most of us who are prior military don't even realize we're leading when we are because it's so ingrained into our behavior. We take care of our troops first, ourselves second. As a result, we often underestimate our leadership value for civilian employers.

While bosses like Randy are everywhere, bosses like Randy typically don't get promoted or stay around long. As a result, bosses like Randy provide you an opportunity to move into their job!

AS A MILITARY
VETERAN, YOU
HAVE TENFOLD
THE LEADERSHIP
EXPERIENCE AS
YOUR CIVILIAN
COUNTERPARTS...

Don't Underestimate the Value of Your Leadership Skills!

Every job has a learning curve, new processes to learn and industry knowledge to master. When you start a new job, everybody will know more than you. This can easily make you feel inferior. Remember, processes and industry knowledge are simply tools of the trade that are easily learned in time. What you can't easily learn and the reason civilian companies want to hire you is for your intangible skills: leadership most importantly.

Leadership provides the fuel to drive an organization's most important asset: human beings. Leadership takes new ideas to market. Leadership inspires people to work harder and smarter. Leadership produces winners. As a military veteran, you have tenfold the leadership experience as your civilian counterparts. Don't forget it.

Listen to "Goat"

My old commanding officer, "Goat" Lawson, used to tell his officers and NCOs that we weren't there to fly and fix airplanes. After quizzical glances around the room, Goat went on to tell us that a monkey could fly or fix an airplane and that we were there for one reason: to lead and inspire troops. Listen to Goat, not Randy. Lead your troops. Get ahead.

(<http://www.gijobs.com/leadership.aspx>)

11 Reasons to Hire Vets

As Veterans, we have many attributes and values that we have gathered during our years in service. These values have helped to shape us into the individuals that we are today.

1. **Self-confidence.** As a veteran goes through training, the veteran develops great confidence in their abilities to achieve whatever challenge they are given with whatever resources are available.
2. **Accelerated learning curve.** Veterans have the proven ability to learn new skills and concepts. In addition, they can enter your workforce with identifiable and transferable skills, proven in real-world situations. This background can enhance your organization's productivity.
3. **Leadership.** The military trains people to lead by example as well as through direction, delegation, motivation, and inspiration. Veterans understand the practical ways to manage behaviors for results, even in the most trying circumstances. They also know the dynamics of leadership as part of both hierarchical and peer structures.
4. **Teamwork.** Veterans understand how genuine teamwork grows out of a responsibility to one's colleagues. Military duties involve a blend of individual and group productivity. They also necessitate a perception of how groups of all sizes relate to each other and an overarching objective.
5. **Diversity and inclusion in action.** Veterans have learned to work side by side with individuals regardless of diverse race, gender, geographic origin, ethnic background, religion, and economic status as well as mental, physical, and attitudinal capabilities. They have the sensitivity to cooperate with many different types of individuals.
6. **Efficient performance under pressure.** Veterans understand the rigors of tight schedules and limited resources. They have developed the capacity to know how to accomplish priorities on time, in spite of tremendous stress. They know the critical importance of staying with a task until it is done right.
7. **Respect for procedures.** Veterans have gained a unique perspective on the value of accountability. They can grasp their place within an organizational framework, becoming responsible for subordinates' actions to higher supervisory levels. They know how policies and procedures enable an organization to exist.
8. **Technology and globalization.** Because of their experiences in the service, veterans are usually aware of international and technical trends pertinent to business and industry. They can bring the kind of global outlook and technological savvy that all enterprises of any size need to succeed.
9. **Integrity.** Veterans know what it means to do "an honest day's work." Prospective employers can take advantage of a track record of integrity, often including security clearances. This integrity translates into qualities of sincerity and trustworthiness.
10. **Conscious of health and safety standards.** Thanks to extensive training, veterans are aware of health and safety protocols both for themselves and the welfare of others. Individually, they represent a drug-free workforce that is cognizant of maintaining personal health and fitness. On a company level, their awareness and conscientiousness translate into protection of employees, property, and materials.
11. **Triumph over adversity.** In addition to dealing positively with the typical issues of personal maturity, veterans have frequently triumphed over great adversity. They likely have proven their mettle in mission critical situations demanding endurance, stamina, and flexibility. They may have overcome personal disabilities through strength and determination.



February 2011

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| 27 | 28 | | | | | |

SCHEDULE OF EVENTS

- ◆ **Veterans Job Seeker Workshop** — This workshop is designed for the veteran job seeker and will provide an orientation to all the services offered at Jefferson County Workforce Center. In addition, you will receive information on priority of service, supportive services available in the Tri-County region, information and tips on today's competitive job market and the unique resources available to the veteran job seeker. Dates: Wednesday, February 2, 9, 16 and 23, 2011; Time: 1:00 PM—4:00 PM.
- ◆ **Veterans Over 50 Workshop** — Does "overqualified" sound familiar? For seasoned veterans who want to learn how to take advantage of our age and not be taken advantage of. What are the advantages to being over 50 and how can we position ourselves effectively in the marketplace from looking for the job to interviewing and fitting in to the new job? Date: Thursday, February 3, 2011; Time: 1:00—4:00 PM.
- ◆ **Veterans Interview Preparation Workshop** —You've got the interview, now what? This workshop will provide veterans with interview tips and the opportunity to practice in front of a camera for that all important interview. They will learn the do's and don'ts of interviewing along with effective techniques to answering and asking common interview questions. The workshop will cover one-on-one, panel and group interviews. Date: Thursday, February 24, 2011; Time: 1:00—4:00 PM.
- ◆ **Veterans Entrepreneurial Workshop** — Have you ever wondered what it would be like to own your own business? We will explore the pros and cons, what type of organization, writing a business plan, financing, and marketing. Also learn how to set up a Service Disabled Veteran Owned Business to sell products and/or services to the government and how to market to the government. Date: Tuesday, February 15, 2011; Time: 8:00 AM—12:00 PM.



JEFFERSON COUNTY WORKFORCE
CENTER'S VETERANS EMPLOYMENT
PROGRAMS

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Laramie Building
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WE ARE ON THE WEB!
WWW.JEFFCOWORKFORCE.ORG

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“Unemployment is also Hell...”

