



**OPERATION:
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Helpful Tips

Resumes

About Applying

Hilton was one of the World's 25 Best Workplaces and there are often lots of interested candidates looking to join making each role very competitive. It's important for you to also know that Hilton is a very promote-from within company, making many management positions highly competitive as they are often an opportunity for our Team Members to rise yet another rung on their respective career ladders to grow their careers! That's why it's important that you be able to map and clearly articulate your fit, value, qualifications, and skills to what the hiring manager listed in the job posting. Doing so on your resume and application will better your chances of being invited to interview.

So, here are some general tips to help you along. It's a collection of online videos and articles we've found to be insightful and could potentially be a game changer for you!

Resume Tips

Creating a military-to-civilian resume can be a real challenge for jobseekers. It may also be equally challenging for the civilian recruiter, human resources, and hiring manager to understand a military resume. So, unless you are highly experienced at writing resumes, this should not be a do-it-yourself project! Don't go it alone! Lean on the professionals in your transition office for help.

Skills honed on the battlefield are transferrable to civilian jobs but it's up to you to "civilianize" your resume for employers. Military terminology and acronyms should be translated. Use the online tool O*Net (<http://online.onetcenter.org/crosswalk/>) to translate your military occupational code (MOC) or job title to the civilian equivalent.

Check out these additional resources:

- Hire Our Heroes: <https://hireourheroes.org/veterans/build-a-resume/>
- How to Write a Civilian Resume: <https://www.militaryonesource.mil/military-life-cycle/separation-transition/employment-education/how-to-write-a-resume>
- Crafting a Targeted Resume: <http://bit.ly/2rt1tpz>
- Resume Tips for Veterans: <https://www.usveteransmagazine.com/2019/08/terms-military-origins/>
- Top 10 Veteran Resume Mistakes: <https://www.military.com/veteran-jobs/career-advice/resume-writing/top-10-military-resume-mistakes.html>



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- Hiring Our Heroes: [Personal Branding](#)
- Career Spark: [Military Spouses](#)
- Sample Resume: [19 Reasons Why This is An Excellent Resume](#)
- Hiring Our Heroes: [Hiring Our Heroes Veteran Employment Transition Roadmap](#)