



Your Guide to Success

Military/Veterans Edition



Blackstone
CAREER INSTITUTE™

Table of Contents

About Us	2
Guidance on Transitioning from Military Service to a Civilian Career	3
Sample Resume	7
Sample Cover Letter	8
Application Materials Resources	9
Conclusion	10



About Us

Blackstone Career Institute is privately licensed by the Pennsylvania Department of Education and accredited by Distance Education Accrediting Commission (DEAC), Washington, D.C and by Middle States Commission on Secondary Schools. These regulations are your assurance that Blackstone offers first-rate quality programs and instruction. Our mission statement reflects our dedication to offering outstanding career education. Trust accredited career institutes like Blackstone to provide only quality education.

Our Mission:

Blackstone Career Institute is committed to providing quality, relevant and affordable distance education programs that focus on the knowledge and skills needed for entry-level careers, professional development or personal goals.

Our Goals:

- to provide quality distance education to students seeking to prepare themselves for a career in their chosen field as a paralegal, pharmacy technician, veterinary assistant, allied health professional, or to achieve personal goals
- to provide comprehensive lesson materials which are both applicable and up-to-date with regard to today's industry standards
- to assist students in realizing their career and/or personal goals throughout their educational training by encouraging ongoing professional development and lifelong learning

Our Career Center

We created the Blackstone Career Center to assist our students in securing employment upon graduation. While we cannot guarantee employment of any student, we do want to provide the resources to help them succeed. **Student success is our goal!**

As part of our career center, we have created a specialized career guide for veterans.

Please enjoy our **Career Guide: Military/Veterans Edition!**



Guidance on Transitioning from Military Service to a Civilian Career

Figure Out What You Want to Pursue:

In order to move forward, you must first have vision. If you're unsure of your career goals, now's the time to figure it out. There are many ways to start determining the right career path for you.

- **Consider Your Military Career:** Is it possible for you to work in a similar role in civilian life? Are you interested in similar work, or do you want to try something new?
- **Take Career Assessments:** Utilize the career assessments from CareerOneStop. You can take the tests to see what careers might fit you based on your skills, interests, and work values.
- **Ask Others Who Know You:** An online test can only help you so much. It is also a good idea to ask your family and friends for their input during your career exploration. They might notice traits about you that you did not know or they might offer some personal insights into the current job market.
- **Speak with a Career Counselor:** You may be eligible to access professional career counseling services provided by the U.S. Department of Veterans Affairs. Click here to check your eligibility and apply.

It is sometimes a difficult transition from military service to civilian life. Having a plan can help you to feel more in control of the changes.



Get Training for the Job and to Improve Your Resume:

Now that you have established your vision for what job you want to pursue, it is important to make sure that you have the training and skills necessary to do the job. Some jobs have minimum post-secondary education requirements. For other jobs, while post-secondary education is not required, having a credential on your resume can help make you a more marketable candidate.

- **For active military members**, you can look into credentialing opportunities. Blackstone Career Institute has four online career training programs that are approved through the Army Credentialing Assistance Program:
 - Pharmacy Technician
 - Legal Assistant/Paralegal
 - Medical Billing & Coding
 - Medical Office Assistant

- **For veterans**, you can look into the GI Bill®. Tuition benefits are available for a wide range of opportunities. Blackstone Career Institute has eight online career training programs that are approved through both the Post-9/11 GI Bill® and the Montgomery GI Bill®:
 - Pharmacy Technician
 - Legal Assistant/Paralegal
 - Medical Billing & Coding
 - Medical Office Assistant
 - Medical Transcription
 - Dental Office Assistant
 - Veterinary Assistant
 - Child Care Provider



Utilize Resources:

There are a multitude of resources available out there for veterans. Be sure to take advantage of them. We have already touched on career counseling and tuition benefits, but there is so much more to consider. We will highlight a few below from the VETS Resource Guide from the Department of Labor. Be sure to check out their complete guide [here](#).

- **Transition Assistance Program:** There are many resources available through the Transition Assistance Program (TAP). You can learn more about using your VA benefits as well as how to transition to a civilian career. To watch a short video on TAP, click [here](#).
- **Purepost:** This Veteran-owned corporation has [technology for job seekers](#) that will help you generate a resume that reflects your skills and experience from your military career. After completing the resume, you will receive suggestions of open positions to fit with your skillset.
- **RecruitMilitary:** This organization has an Employment Resource Center for [job seekers](#) who are military members and veterans. RecruitMilitary also holds more than 100 [job fairs](#) a year to help you network with prospective employers.
- **G.I. Jobs:** G.I. Jobs hosts [virtual job fairs and workshops](#) to help you find a civilian position. Their website contains many helpful articles on finding employment after the military.
- **Corporate Gray:** Corporate Gray hosts nationwide virtual job fairs. Click [here](#) to see the upcoming schedule. Their website has many other resources as well.
- **Candorful:** This non-profit organization provides individuals transitioning out of the military with mock interview practice to equip you for the civilian workforce.
- **Feds Hire Vets:** The Federal government takes an interest in hiring veterans. This resource webpage by the Federal government exists to educate you about the Federal career opportunities for veterans.
- **USAJOBS Pathways:** This resource is where you can find internships with the federal government if you are a current student.



Other Tips:

After you have determined your career path, attained the needed educational training, and discovered the other resources available to you, it is time to take advantage of the following tips to help you secure employment in the civilian workforce.

- **Find Workplaces That are Military Friendly:** You can locate employers that are committed to the military community by checking their official Military Friendly® rating at this [link](#). This can help give you some ideas of organizations to apply for.
- **Discuss Transferable Skills:** Now that you have found some organizations to apply for, determine your transferable skills to highlight in your resume and cover letter. As a military veteran, you have much to bring to the table, and it is important to show potential employers your unique skillset. For help determining your transferable skills, you can utilize [CareerOneStop's Transferable Skills worksheet](#).
- **Verify Yourself:** One of the tips for landing a civilian job from [Military OneSource](#) is to verify yourself. Beyond brainstorming transferable skills on your own, your [VMET document](#) can showcase your military experience in a way that is relevant to the civilian workforce. It is designed to help you verify the skills and training you received during your time in the military and to convey the information clearly to a prospective employer.
- **Be Confident:** Highlight your background, your transferable skills, and your education. Confidently present your military background as it demonstrates your loyalty and your work ethic. Remember how your skills transfer to the civilian career path you are pursuing. Share how your education qualifies you for the job.
- **Build a network:** It was once reported in [Prudential study](#) that veterans in 2011 felt they could use the most assistance with networking. It still holds true today that networking is very important. Networking not only happens at job fairs but also now through social media. To learn about networking, you can visit our [career guides by field](#).
- **Persevere:** The job market is hard. Use the perseverance you learned in the service to keep going in your job search. Keep trying new methods and utilizing the available resources until you attain the right civilian position for you.

William Eric

Certified Paralegal, CP®

City, State | 111-111-1111 | williamerictest@gmail.com | linkedin.com/in/williamerictest

OBJECTIVE

Certified paralegal and Army veteran looking for employment in a law firm. Organized multi-tasker with a strong work ethic. Ability to meet deadlines and communicate effectively.

EDUCATION

Blackstone Career Institute Nov. 2023-May 2024
 Legal Assistant/Paralegal Program Certificate, with Distinction

NCO Academy July 2019-Aug. 2019
 Basic Leader Course

RELATED EXPERIENCE

ABC Law Firm, City, State June 2024-Aug. 2024

Intern

- Scheduled 10+ client and prospect meetings weekly, utilizing online software such as Google Calendar, Zoom, and Microsoft Teams for organization and communication
- Handled an influx of client phone calls and email inquiries daily, while completing existing tasks
- Managed and consistently update 4 separate attorney calendars to ensure optimal organization
- Organized legal documents under the supervision of an attorney

ADDITIONAL EXPERIENCE

US Army, Army Base, State/Country Feb. 2020-May 2024

Team Leader

- Led a team of 10 subordinates and fostered a positive morale, leading to a 15% increase in retention rate
- Trained 400+ new recruits over time
- Managed a tight schedule of responsibilities, balancing a variety of tasks to accomplish desired outcomes

US Army, Army Base, State/Country Jan. 2018-June 2019

Military Personnel

- Processed paperwork to assist over 500+ military service members, including faxing, scanning, and filing
- Organized documents on a weekly basis to promote greater efficiency
- Handled confidential military information with care

ACCOMPLISHMENTS

- NALA Certified Paralegal (CP®)
- Ranked E-6 and given various military awards for leadership and dedication

SKILLS

Computer skills: Lexis+®, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Teams, Zoom, Google Cloud, Google Calendar



William Eric

Certified Paralegal, CP®

City, State | 111-111-1111 | williamericetest@gmail.com

September 11, 2024

John Doe
Hiring Manager
EFG Law Firm
222-222-2222
johndoetest@efglawfirm.com

Dear John Doe,

I am writing to express my interest in your Entry Level Legal Assistant listing at EFG Law Firm. I was pleased to come across this position because I admire your organization's mission to defend the vulnerable. As an Army veteran, I have developed a strong work ethic, high integrity, and respect for those above me. I believe these qualities will serve me well in assisting the attorneys at EFG Law Firm. I am eager to contribute my skillset and paralegal knowledge to support the legal team.

As an Intern at ABC Law Firm, I familiarized myself with the inner workings of a reputable legal office. From organizing legal documents and working closely with attorneys to speaking to prospective clients on a daily basis, the hands-on experience allowed for growth in my legal knowledge and aided my understanding alongside my paralegal education at Blackstone Career Institute.

At Blackstone, an accredited online school, I learned the law through extensive study, and I gained legal research skills to study cases in-depth using Lexis+®. As part of my legal education, I practiced drafting a demand letter and contributed to a legal research memorandum. After graduating from the Legal Assistant/Paralegal Program, I attained certification through NALA as a Certified Paralegal (CP®).

Before beginning my paralegal journey, I served in the Army for over six years. Over the course of my career, I trained over 400 new recruits. Additionally, I successfully led a small team, leading to a 15% increase in retention rate. In my first position with the Army, I worked in an office and gained experience with processing important paperwork and organizing documents, which lends itself to becoming a paralegal.

Thank you for your consideration. I have attached my resume, and I look forward to discussing further how I can add value to your organization with my unique experience and qualifications.

Sincerely,



William Eric



Application Materials Resources

Resume Resources:

The sample resume was informed by these resources. Please review these to become more knowledgeable about how to display your military career on your resume.

- <https://www.indeed.com/career-advice/resumes-cover-letters/how-to-present-military-experience-on-a-resume>
- <https://resumegenius.com/blog/resume-help/how-to-add-military-experience-to-a-resume>
- <https://resumegenius.com/resume-samples/military-to-civilian-resume-example>

Cover Letter Resources:

The sample cover letter was informed by the following resources. Please review these to learn more about how to include your military experience in your cover letter.

- <https://www.resumebuilder.com/cover-letter-examples/military-to-civilian/>
- <https://enhancv.com/cover-letter-examples/military-to-civilian/>



Conclusion

Now that you have learned how to successfully transition from the military to a civilian career, it is time to put what you learned into practice. Go and implement any steps relevant to you.

Whatever civilian field you are looking to enter, this guide contains resources that can be helpful throughout your career journey. You also can refer to our blogs. We offer a [Military](#) section as well as a [Career Development](#) section that you might find helpful.

At Blackstone Career Institute, your success is our goal! If there is a career topic you would like covered or a career resource for transitioning military and veterans you would like to see, feel free to reach out to us through our online submission form with your ideas.

We also would love to hear your success story for a chance to be featured on our website or in our marketing material. Please email us at info@blackstone.edu to share your story.

We wish you the best of luck in your future endeavors, and if you ever need any career tips, feel free to come back to our Career Center!

