

Military transition action timeline: 12 months

Talents, skills and knowledge

To build a good resume you need to identify your talents, skills and knowledge.

Talents

Things you are born with — for example, assertiveness, empathy and competitiveness

Skills

Learned behaviors — for example, how to read a map or how to give an injection safely

Knowledge

Information you have learned through experience and training — for example, a foreign language or math

Write down your talents. Then check with two or three people who know you well to see if your list is accurate and complete.

My talents include:

Now make a list of your skills. Then check with two or three people who know you well to see if your list is accurate and complete.

My skills include:

Finally, make a list of what you've learned that you can apply to a job and how your experiences can be used. Useful knowledge and experience I have includes: