

Military-to-Civilian Resumes and Letters

Job Titles

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For each job you held in the military, you should carefully think through the level responsibility you had in the military and, based on your research of the civilian marketplace, choose words that you correspond to your level of responsibility in the civilian workplace. Honesty and common sense will serve you well. If you have doubts, ask a professional career counselor on base for an opinion.

At times, you may want to use your military title in lieu of a functional job title. The following table should prove to be a useful starting point:

Equivalent Titles

Military Title	Civilian Title
General Officer/Admiral (O-7 to O-10)	Senior Director Managing Director
Field Grade Officer (O-4 to O-6)	Program Director Program Manager
Company Grade Officer (O-1 to O-3)	Manager Project Officer
Warrant Officer (WO1 – CWO)	Technical Manager Technical Specialist
Senior NCO/Senior Chief (E-7 to E-9)	Operations Manager Senior Advisor
Platoon Sergeant (E6-E7)	Supervisor Foreman
Squad Leader (E5-E6)	First Line Supervisor
Asst. Squad Leader (E-3 to E-4)	Section Leader Task Leader
Crew Member (E-1 to E-2)	Team Member

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