

Military-to-Civilian Resumes and Letters

Military Schools

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As we know, many military schools focus on developing management and leadership skills and instilling basic military values. Other schools are more specific focus and teach skills applicable to a given skill area. Regardless of the training you received, your task is to relate it to your job objective and target employment opportunities.

The table below offers some suggested translations. Some schools and courses are peculiar to a given military service. For those schools/colleges whose training program or course duration exceeds three months, we also recommend listing the course length on the resume.

School Translations

Military School	Civilian Translation
War College	Executive Military Leadership School
Command and Staff College	Senior Military Leadership School
Combined Arms Staff College	Officer Leadership School
Officer Advanced Course	Advanced Officer Leadership School
Basic Officers Course	Entry Level Officer Leadership School
Advanced Non Commissioned Officers Course (ANOC)	Advanced Leadership and Management Development Course
Basic Non Commissioned Officers Course (BNOC)	Leadership and Management Development Course
Primary Leadership Development Course (PLDC)	Introductory Leader Development Course
Advanced Individual Training (AIT)	Advanced Skill Training
Basic Training	Introductory Military Training

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