



VALOR HEALTHCARE RECRUITING, LLC

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RESUME TRANSLATION GUIDE

Military-to-Civilian Language Conversion for Healthcare Professionals

— FOR —

68W · 68C · 68D · 68K · 66-Series Nurses · Medical Corps Officers · NPs · PAs

Comprehensive Step-by-Step Translation, Examples & ATS Optimization Guide

50+ Ready-to-Use Civilian Bullet Points · 12 MOS/AOC Translation Examples

All Valor resume and transition support is 100% free to candidates

1 INTRODUCTION

Every year, thousands of U.S. Army medical personnel leave service carrying credentials, skills, and clinical experience that are genuinely exceptional — yet their resumes fail to communicate that value to civilian employers. The problem is not their qualifications. The problem is **language**.

Civilian hiring managers and Applicant Tracking Systems (ATS) cannot decode military occupational specialties, unit designations, Army acronyms, or rank titles. A resume that reads "68W, 25th ID, performed TCCC IAW USSOCOM protocols" will be passed over — not because the candidate is underqualified, but because the reviewer cannot interpret what they are reading.

Why This Translation Is Critical

- Civilian ATS systems reject resumes containing unrecognized abbreviations and jargon.
- Hiring managers spend an average of **6–8 seconds** on initial resume review — unclear language guarantees rejection.
- Your military training is equal to or exceeds civilian equivalents — but only if you can prove it in civilian terms.
- Healthcare-specific roles (EMT, RN, PA, physician) have strict keyword requirements that ATS systems enforce rigorously.

Common Challenges by Role

- **68W Combat Medics:** Translating TCCC, trauma interventions, and combat casualty care into EMT/paramedic-equivalent language.
- **68C Practical Nursing Specialists:** Converting military nursing duties into LPN/LVN-equivalent scope-of-practice language.
- **68D Operating Room Specialists:** Translating surgical tech experience into civilian scrub tech terminology.
- **66-Series Nurse Corps Officers:** Mapping Army nursing leadership into civilian charge nurse and nurse manager roles.
- **60/61/62 Medical Corps Physicians:** Converting military rank, command roles, and deployment experience into attending-level language.
- **All Roles:** Explaining deployments, combat experience, and high-acuity military environments without classified details.

PRO TIP



This guide covers every major Army healthcare MOS and AOC. Use the section most relevant to your background, then use the full bullet library in Section 8 to build your resume.

2 CORE PRINCIPLES OF MILITARY-TO-CIVILIAN TRANSLATION

The Four Rules of Resume Translation

- **Rule 1 — Eliminate All Jargon:** Replace every MOS code, Army acronym, unit designation, and military term with its plain-English civilian equivalent. Assume the reader has zero military knowledge.
- **Rule 2 — Lead With Action Verbs:** Every bullet point must begin with a strong present or past-tense action verb (Managed, Administered, Assessed, Coordinated, Supervised, Delivered, Reduced, Trained).

- **Rule 3 — Quantify Everything:** Numbers transform duties into achievements. Add patient volumes, team sizes, equipment values, error rates, and time savings wherever possible.
- **Rule 4 — Focus on Outcomes, Not Tasks:** Civilian employers want to know the impact of your work, not just what you did. "Managed wound care" becomes "Managed wound care for 40+ patients per week, achieving zero post-procedure infection rates."

Translating Rank, Units, and Military Terms

Military Term/Rank	Civilian Equivalent
Specialist (SPC) / PFC / PV2	Healthcare Technician / Clinical Staff
Sergeant (SGT) / Staff Sergeant	Team Lead / Senior Clinician / Shift Supervisor
Sergeant First Class (SFC)	Department Supervisor / Senior Team Supervisor
Master Sergeant / First Sergeant	Clinical Manager / Department Manager
Warrant Officer (WO1–CW5)	Technical Specialist / Senior Technical Advisor
Second/First Lieutenant	Assistant Manager / Clinical Coordinator
Captain (CPT)	Department Head / Clinical Director / Manager
Major / Lieutenant Colonel	Director / Senior Director / Program Director
Colonel	Executive Director / Chief of Department
25th Infantry Division	Large Multispecialty Healthcare Organization
Battalion Aid Station (BAS)	Primary Care / Emergency Treatment Facility
Combat Support Hospital (CSH)	Level II/III Trauma Center
Role 3 MTF	Regional Trauma and Surgical Center
Forward Operating Base (FOB)	Remote / Austere Healthcare Setting
NCOIC	Supervisor / Department Supervisor
OIC	Director / Department Head / Attending Physician

PRO TIP



Never write your rank on your resume. Instead, describe your scope of responsibility and team size. "Sergeant, U.S. Army" becomes "Supervised a 6-member emergency medical team providing 24/7 trauma-ready coverage."

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MOS / AOC TRANSLATION GUIDE

Each block below shows real military-language bullet points on the left and their professional civilian translations on the right. Use these as direct templates for your own resume.

68W — Combat Medic Specialist

Civilian: Emergency Medical Technician (EMT) / Paramedic

✕ MILITARY LANGUAGE	✓ CIVILIAN TRANSLATION
- Performed TCCC on casualty IAW USSOCOM TTP - Maintained BAS with accountability for CL VIII supplies - Conducted MEDEVAC requests via 9-line during combat ops - Treated GSW, IED blast injuries, TBI during OIF/OEF rotation	- Provided emergency trauma care — including hemorrhage control, airway management, and needle thoracostomy — to combat casualties in austere environments - Managed a primary care treatment facility inventory of medical supplies valued at \$180,000+, maintaining 100% accountability - Coordinated emergency medical evacuations for critically injured patients, reducing time-to-definitive-care by an average of 22 minutes - Assessed and treated penetrating trauma, blast injuries, and traumatic brain injuries for 300+ patients during overseas deployment

68C — Practical Nursing Specialist

Civilian: Licensed Practical Nurse (LPN) / Licensed Vocational Nurse (LVN)

✕ MILITARY LANGUAGE	✓ CIVILIAN TRANSLATION
- Performed duties as ward NCOIC at MEDDAC - Administered medications and IVs IAW SOPs - Executed nursing care plan for inpatient ward - Supervised 4 junior 68Cs during operations	- Supervised daily patient care operations for a 20-bed inpatient medical ward, overseeing a team of 4 nursing technicians - Administered oral, intramuscular, and intravenous medications to 25+ patients per shift in compliance with established clinical protocols - Developed and executed individualized nursing care plans for patients with complex medical needs including diabetes, hypertension, and post-surgical recovery - Mentored and evaluated 4 junior nursing staff, providing performance feedback and competency verification

68D — Operating Room Specialist

Civilian: Surgical Technologist / Scrub Technician

✕ MILITARY LANGUAGE	✓ CIVILIAN TRANSLATION
- Performed scrub tech duties at CSH during OIF - Maintained OR sterility IAW AORN guidelines - Set up instrument trays for general and ortho cases - Assisted surgeon during emergency surgical procedures	- Served as primary scrub technologist for emergency and elective surgical procedures — including general, orthopedic, and trauma surgery — at a forward-deployed combat surgical hospital - Maintained surgical suite sterility in accordance with AORN infection control standards, achieving zero surgical site infection events over 18-month deployment - Prepared and organized sterile instrument sets for 200+ surgical cases annually, reducing case turnover time by 15% - Assisted attending surgeons in life-saving emergency procedures under combat conditions with limited resources

68K — Medical Laboratory Specialist

Civilian: Medical Laboratory Technician (MLT) / Clinical Lab Tech

✕ MILITARY LANGUAGE	✓ CIVILIAN TRANSLATION
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- Operated ATML and BioFire at CSH
- Performed CLIA-waived and non-waived testing IAW SOPs
- Maintained QC logs and equipment calibration records
- Processed 50+ specimens per shift during surge ops

- Operated advanced point-of-care and automated analyzers (equivalent to BioFire FilmArray) to provide rapid diagnostic results in a high-volume combat hospital setting
- Performed CLIA-waived and moderate-complexity laboratory testing including complete blood counts, metabolic panels, urinalysis, and blood typing
- Maintained quality control logs, calibration records, and proficiency testing documentation in compliance with regulatory standards
- Processed and analyzed 50+ patient specimens per shift during high-acuity surge operations, ensuring rapid turnaround for critical clinical decisions

68E — Dental Specialist

Civilian: Dental Assistant / Dental Technician

✕ MILITARY LANGUAGE

- Performed 4-handed dentistry with Army dentist
- Took radiographs and set up operatory IAW SOP
- Provided oral health education to Soldiers
- Assisted with extractions and restorations in field

✓ CIVILIAN TRANSLATION

- Assisted licensed dental officers in 4-handed dentistry procedures including restorations, extractions, and prophylaxis for a patient population of 2,000+ personnel
- Exposed and processed digital and conventional radiographs, prepared operatory setups, and maintained instrument sterilization per infection control protocols
- Delivered oral health education and preventive care instruction to patients, contributing to a measurable reduction in dental emergency visits
- Provided field dental support including emergency extractions and temporary restorations in austere, resource-limited environments

68P — Radiology Specialist

Civilian: Radiologic Technologist (RT) / X-Ray Technician

✕ MILITARY LANGUAGE

- Performed diagnostic imaging IAW AR 40-68
- Operated CR and DR systems at MEDDAC
- Maintained radiographic equipment and QC program
- Processed 30+ imaging studies per shift

✓ CIVILIAN TRANSLATION

- Performed diagnostic radiographic imaging examinations — including general radiography, fluoroscopy, and trauma series — in compliance with established clinical and regulatory standards
- Operated computed radiography (CR) and digital radiography (DR) systems, ensuring diagnostic image quality for 30+ studies per shift
- Maintained equipment performance logs, conducted daily quality control testing, and coordinated preventive maintenance schedules
- Collaborated with physicians and radiologists to prioritize emergency and critical imaging requests, reducing turnaround time for trauma cases

66N/66H/66F — Army Nurse Corps Officer (66-Series)

Civilian: Registered Nurse (RN) / Charge Nurse / Nurse Manager

✕ MILITARY LANGUAGE

✓ CIVILIAN TRANSLATION

- Served as charge nurse on Med/Surg ward at MEDCEN
- Managed nursing staff of 12 RNs and LPNs
- Executed OPORD for nursing operations during deployment
- Supervised patient care for 40-bed ward

- Directed nursing operations for a 40-bed medical/surgical inpatient ward as charge nurse, overseeing a multidisciplinary team of 12 RNs and LPNs across 3 shifts
- Managed daily patient assignments, staff scheduling, and clinical quality metrics, maintaining patient-to-nurse ratios consistent with state and Joint Commission standards
- Led nursing operations planning for overseas deployment, establishing patient care protocols for a 60-bed combat support hospital serving a catchment area of 15,000 personnel
- Coordinated care for complex patients with multiple comorbidities, reducing average length of stay by 1.2 days through proactive discharge planning

65D — Physician Assistant (PA-C)

Civilian: Physician Assistant-Certified (PA-C)

✗ MILITARY LANGUAGE

- Served as primary care provider at BDE Aid Station
- Managed acute and chronic disease in Soldier population
- Performed H&P, ordered diagnostics, prescribed IAW scope
- Supervised 68Ws and served as BDE Surgeon advisor

✓ CIVILIAN TRANSLATION

- Functioned as independent primary care provider for a 3,500-person patient population, managing acute illness, chronic disease, and occupational health with full prescriptive authority
- Conducted comprehensive history and physical examinations, ordered and interpreted laboratory and imaging studies, and prescribed pharmacological therapies in compliance with PA scope of practice
- Supervised and clinically mentored a team of 8 emergency medical technicians, providing competency oversight and direct clinical supervision
- Advised senior leadership on medical readiness, force health protection, and population health metrics for a large military organization

60A/61A/61B/61F/62A — Medical Corps Officer (Physician)

Civilian: Attending Physician / Medical Director

✗ MILITARY LANGUAGE

- Served as Battalion Surgeon for 1-87 IN
- Provided trauma care downrange at Role 2 MTF
- Supervised 65D PAs and 68W medics in clinical ops
- Managed medical readiness for 900-person battalion

✓ CIVILIAN TRANSLATION

- Served as chief medical officer for an 800-person military organization, providing primary, urgent, and emergency medical care and ensuring population health metrics met regulatory standards
- Delivered advanced trauma and emergency care at a forward surgical facility equivalent to a Level II trauma center, managing penetrating trauma, critical illness, and mass casualty events
- Supervised and provided clinical oversight for 2 physician assistants, 12 combat medics, and supporting clinical staff across multiple treatment facilities
- Directed medical readiness programs, achieving 97%+ medical readiness rates and reducing preventable medical evacuations by 30%

68A — Biomedical Equipment Specialist (BMET)

Civilian: Biomedical Equipment Technician (BMET)

✗ MILITARY LANGUAGE	✓ CIVILIAN TRANSLATION
• Maintained and repaired TMDE at MEDLOG unit • Performed PMCS on medical equipment per TB MED • Ensured JCAHO-compliant equipment inspection program • Managed equipment accountability for \$2M+ in assets	• Inspected, maintained, calibrated, and repaired a wide range of clinical biomedical equipment — including patient monitoring systems, ventilators, infusion pumps, and defibrillators — in compliance with manufacturer specifications and regulatory standards • Executed preventive maintenance and safety inspection programs for 500+ medical devices, maintaining 99% equipment uptime and full compliance with Joint Commission standards • Maintained accountability and lifecycle records for a biomedical equipment inventory valued at over \$2.1 million • Coordinated equipment procurement, vendor support, and emergency repair services to minimize clinical downtime

68S — Preventive Medicine Specialist

Civilian: Public Health Technician / Environmental Health Specialist

✗ MILITARY LANGUAGE	✓ CIVILIAN TRANSLATION
• Conducted PVNTMED surveys and environmental assessments • Enforced sanitation standards at FOB dining facilities • Submitted disease outbreak reports per AR 40-5 • Educated unit personnel on health threat mitigation	• Conducted comprehensive environmental health surveys, food safety inspections, and vector surveillance at operational facilities, identifying and mitigating public health risks • Enforced sanitation, food safety, and environmental health standards at dining and food service facilities for a population of 5,000+, resulting in zero foodborne illness outbreaks • Investigated, documented, and reported disease and non-battle injury (DNBI) trends, developing targeted interventions that reduced communicable disease incidence by 18% • Delivered health threat briefings and preventive medicine education to 200+ personnel, improving compliance with personal protective measures

68T — Animal Care Specialist

Civilian: Veterinary Technician / Animal Health Technician

✗ MILITARY LANGUAGE	✓ CIVILIAN TRANSLATION
• Assisted VET CORPS officer with clinical duties at VETCEN • Performed physical exams and administered vaccinations • Assisted in surgical procedures on MWDs • Managed pharmacy and controlled substance accountability	• Assisted veterinary officers in clinical examination, diagnosis, and treatment of military working dogs and privately-owned animals, performing full veterinary technician duties • Conducted physical examinations, collected diagnostic samples, administered vaccines and medications, and monitored patient vital signs under veterinary supervision • Provided surgical assistance for soft tissue and orthopedic procedures, maintaining sterile technique and monitoring patients through anesthesia and recovery • Managed a controlled substance log and pharmacy inventory for a veterinary treatment facility, maintaining 100% DEA compliance

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TRANSLATING DAILY DUTIES & RESPONSIBILITIES

The Bullet Point Formula: [Action Verb] + [What You Did] + [Scale/Scope] + [Result/Impact]

Example: "Administered" (verb) + "intravenous medications and fluid resuscitation" (what) + "to 30+ patients daily" (scale) + "with zero medication errors across 18-month assignment" (result).

X MILITARY LANGUAGE	✓ CIVILIAN TRANSLATION
Drew blood on Soldiers per standing orders	Performed phlebotomy for 20+ patients daily, ensuring accurate specimen collection and labeling with zero mislabeled incidents
Did vital signs and intake for sick call	Conducted comprehensive patient intake assessments — including vital signs, chief complaint documentation, and medical history review — for 30+ patients per shift
Helped the PA with patient exams	Assisted supervising clinician with physical examinations, patient history collection, and diagnostic workup, improving patient throughput by 25%
Gave shots and started IVs on patients	Administered immunizations, intramuscular injections, and intravenous catheter insertions with a documented 98% first-attempt success rate
Ran sick call at the aid station	Independently triaged and managed acute illness and injury presentations at a primary care clinic, prioritizing patient flow and escalating critical cases to physician oversight
Changed bandages on wounds	Performed wound assessment, irrigation, and dressing changes for post-surgical and traumatic wounds, monitoring for signs of infection and documenting healing progress
Ordered and tracked medical supplies	Managed medical supply inventory valued at \$120,000+, forecasting consumption rates and submitting requisitions to maintain 30-day supply levels with zero stock-outs
Maintained medical records for unit	Maintained accurate, compliant electronic and paper medical records for 800+ patients in accordance with HIPAA and DoD medical records standards
Helped with emergency procedures	Provided clinical assistance during emergency resuscitation and stabilization procedures, performing chest compressions, airway management, and medication administration per ACLS protocols
Set up medical equipment	Assembled, calibrated, and conducted pre-operational checks on critical medical equipment — including cardiac monitors, ventilators, and infusion pumps — ensuring 100% operational readiness
Educated Soldiers on medical topics	Delivered evidence-based health education presentations to groups of 20–50 personnel on topics including hypertension management, diabetes prevention, and mental health resources
Assisted in surgery	Performed circulating and scrub technician roles in 150+ surgical procedures annually, including emergency trauma, orthopedic, and general surgery cases

Took care of patients in the ICU	Provided direct bedside care for critically ill patients in a 10-bed intensive care setting, monitoring hemodynamic stability, managing ventilators, and executing complex nursing care plans
Helped with disaster response	Supported mass casualty incident response, triaging 40+ patients using START/SALT methodology and coordinating evacuation priorities under command structure
Tracked health records for the unit	Monitored and maintained medical readiness records for a 600-person organization, coordinating immunizations, physicals, and dental screenings to achieve 96% medical readiness

5

TRANSLATING LEADERSHIP & SUPERVISORY EXPERIENCE

One of the greatest advantages military healthcare professionals possess is genuine leadership experience at young ages. A 26-year-old Staff Sergeant may have supervised a team of 8, managed six-figure equipment budgets, and led operations in life-and-death environments. This section shows how to communicate that value to civilian employers.

Enlisted Leadership Translation

✗ MILITARY LANGUAGE	✓ CIVILIAN TRANSLATION
Served as NCOIC of the aid station	Supervised daily clinical operations of a primary care treatment facility, managing a team of 6 medical technicians, maintaining equipment accountability, and ensuring clinical readiness 24/7
Was a team leader for my squad	Led a 4-member clinical team, conducting daily performance counseling, assigning patient care duties, and serving as the first escalation point for clinical decision-making
Mentored junior Soldiers	Mentored and coached 8 junior medical technicians, providing structured competency evaluations, remedial training, and career development counseling that resulted in 3 promotions
Wrote NCOERs for my Soldiers	Authored annual performance evaluations for 6 subordinate personnel, documenting clinical achievements, leadership competencies, and professional development progress
Enforced standards in the platoon	Established and enforced clinical protocols, infection control standards, and documentation requirements for a 20-member medical platoon, reducing documentation errors by 40%
Ran the training schedule	Designed and executed a monthly clinical training program for a 15-member medical team, coordinating skills labs, scenario-based exercises, and certification renewals

Officer Leadership Translation

✗ MILITARY LANGUAGE	✓ CIVILIAN TRANSLATION
Commanded a medical platoon of 30 Soldiers	Directed clinical and administrative operations for a 30-person healthcare team, overseeing staffing, resource allocation, training, and patient care quality metrics

Served as BDE Surgeon for 3,500-person BDE	Served as chief medical officer for a 3,500-person organization, directing a team of 4 physician assistants and 18 combat medics across 5 clinical sites
Executed OPORD and FRAGO in support of medical ops	Developed and implemented operational healthcare plans — including staffing models, supply forecasts, and contingency protocols — for large-scale organizational healthcare delivery
Managed \$1.2M medical equipment account	Maintained fiscal accountability and lifecycle management for a medical equipment portfolio valued at \$1.2 million, achieving zero audit findings across 3 command inspections
Officer in Charge of Role 2 MTF during deployment	Directed all clinical, administrative, and logistical functions of a forward surgical facility providing trauma and surgical care to a population of 12,000+ personnel

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TRANSLATING DEPLOYMENTS & COMBAT EXPERIENCE

Deployment and combat experience represents some of the most powerful material on any healthcare resume — but only when translated correctly. The key is to communicate **clinical complexity, volume, acuity, and decision-making autonomy** without using classified information, location-specific operational details, or military jargon that civilian readers cannot evaluate.

PRO TIP



Never include classified information, specific tactical details, or unit-sensitive operational data. Focus on patient acuity, clinical autonomy, volume, outcomes, and the environment (austere, resource-limited, high-pressure).

X MILITARY LANGUAGE	✓ CIVILIAN TRANSLATION
Did two tours in Iraq with 3rd ID	Provided clinical care during two overseas deployments totaling 24 months, supporting combat operations in high-acuity, austere environments with limited access to definitive care
Treated GSW casualties downrange	Assessed and managed penetrating trauma, hemorrhagic shock, and complex wound injuries in time-critical combat conditions, achieving positive patient outcomes with limited resources
Performed TCCC under fire	Delivered emergency trauma interventions — including tourniquet application, needle decompression, and hemorrhage control — under extreme pressure, demonstrating clinical composure and life-saving decision-making
Worked at Role 2E during OEF	Provided advanced trauma and surgical support at a forward-deployed Level II surgical facility, managing critically injured patients through stabilization and preparation for definitive care transport
Ran the MEDEVAC LZ for the FOB	Coordinated emergency patient evacuation operations, triage, and transfer-of-care for critically injured patients at a forward operating location, ensuring continuity of care documentation
Treated detainees at the detention facility	Provided clinical assessment and treatment to a diverse, high-risk patient population including detainees, refugees, and local nationals in a complex operational environment

Worked 12-on/12-off with no days off downrange	Maintained clinical readiness and delivered consistent, high-quality patient care across 12-hour shifts in an operationally demanding environment with limited recovery time
Handled mass casualty events	Implemented mass casualty triage protocols during multi-casualty incidents, rapidly prioritizing 20+ patients by injury severity and directing clinical resources to maximize survivability
No physician on-site — had to make decisions myself	Exercised advanced clinical autonomy as the sole healthcare provider at an austere facility, independently assessing and treating urgent and emergent presentations and determining evacuation criteria
Worked with coalition forces and treated HN personnel	Delivered clinical care to a multinational patient population including coalition military personnel and local nationals, adapting communication and assessment strategies across language and cultural barriers

7

ATS OPTIMIZATION FOR HEALTHCARE RESUMES

Over 90% of mid-to-large healthcare employers use Applicant Tracking Systems (ATS) to filter resumes before a human reviewer ever sees them. A resume with outstanding experience can be automatically rejected if it lacks the right keywords, uses unusual formatting, or contains military-specific terms the system cannot parse.

Essential ATS Keywords by Role

Role	High-Priority ATS Keywords
EMT / Paramedic (68W)	Emergency Medical Technician, EMT-B, NREMT, BLS, ACLS, PALS, airway management, trauma assessment, hemorrhage control, patient transport, TCCC equivalent, mass casualty, triage
LPN / LVN (68C)	Licensed Practical Nurse, medication administration, IV therapy, wound care, vital signs, patient assessment, care plan, electronic health record, EHR, infection control, HIPAA
Surgical Tech (68D)	Surgical technologist, scrub technician, sterile field, instrument setup, AORN, operating room, surgical assist, infection control, instrument counts, orthopedic surgery, general surgery
Lab Tech (68K)	Medical laboratory technician, MLT, CLIA, phlebotomy, CBC, metabolic panel, urinalysis, point-of-care testing, quality control, specimen processing, analyzer operation
RN (66-Series)	Registered Nurse, BSN, charge nurse, patient safety, evidence-based practice, care coordination, medication reconciliation, Joint Commission, NDNQI, BLS, ACLS, patient outcomes
PA-C (65D)	Physician Assistant, PA-C, primary care, chronic disease management, SOAP notes, EMR, ePrescribing, clinical decision-making, autonomous practice, DEA, CME, board certified
Physician (60/61/62)	Board certified, attending physician, medical director, clinical leadership, quality improvement, JCAHO, credentialing, privileging, CME, independent practice, patient outcomes

Common ATS Mistakes to Avoid

- Using military acronyms (68W, NCOIC, BAS, TCCC, MEDEVAC) without civilian translation — ATS cannot parse these.

- Tables and columns in MS Word — many ATS systems cannot read text in table cells or multi-column layouts.
- Headers and footers containing key information — ATS often skips header/footer content entirely.
- Images, logos, or graphics — ATS ignores all non-text elements.
- Non-standard section headings ("What I Did" instead of "Work Experience") — ATS may not classify the content correctly.
- PDF submission when the job posting specifies Word format — some ATS systems cannot parse PDFs.
- Listing rank and unit instead of job title — use "Emergency Medical Technician" not "68W, 25th ID."

PRO TIP



Always read the job posting and mirror its exact language on your resume. If the posting says "Electronic Health Record (EHR) experience," use that exact phrase — not "AHLTA" or "MEDPROS."

8

FULL SAMPLE TRANSLATED BULLET POINTS LIBRARY

Ready-to-use civilian bullet points organized by clinical category. Customize numbers, timeframes, and specifics to match your actual experience.

Emergency & Trauma Care

- Delivered emergency medical care to critically ill and injured patients in high-acuity, time-sensitive environments, including hemorrhage control, airway management, and hemodynamic stabilization.
- Performed advanced trauma assessments using systematic primary and secondary survey methodology, identifying life-threatening injuries and initiating immediate interventions.
- Administered emergency pharmacological interventions — including epinephrine, adenosine, and analgesics — per established protocols under physician or PA oversight.
- Applied tourniquets, wound packing, and junctional hemorrhage control devices to patients with life-threatening extremity and torso hemorrhage, achieving cessation of bleeding in 100% of applications.
- Performed needle thoracostomy and chest seal application for tension pneumothorax and open chest wounds, restoring respiratory function and preventing patient deterioration.
- Managed airway emergencies using bag-valve-mask ventilation, oropharyngeal airways, nasopharyngeal airways, and supraglottic airway devices in uncontrolled environments.
- Triageed 40+ patients simultaneously during mass casualty incidents using START and SALT triage algorithms, correctly prioritizing patient flow and optimizing resource allocation.
- Coordinated patient transfer and handoff communication between pre-hospital, emergency, and inpatient care settings, ensuring continuity of care and accurate documentation.

Clinical Assessment & Patient Care

- Conducted comprehensive head-to-toe physical assessments, documenting findings in electronic health records and communicating critical values to supervising clinicians.
- Monitored and interpreted vital signs, oxygen saturation, cardiac rhythms, and neurological status for patients with acute and chronic medical conditions, escalating abnormal findings per protocol.
- Administered and documented oral, intramuscular, subcutaneous, and intravenous medications for 30+ patients per shift, maintaining a zero medication error rate over 24-month assignment.

- Performed wound assessment, debridement, irrigation, and dressing changes for post-operative, traumatic, and chronic wounds, documenting healing progress and adjusting care plans accordingly.
- Inserted and managed peripheral intravenous catheters, Foley catheters, and nasogastric tubes, providing patient education and monitoring for complications.
- Collected and processed diagnostic specimens — including blood, urine, wound cultures, and respiratory samples — maintaining chain of custody and specimen integrity.
- Supported ventilated patients in intensive care settings, monitoring ventilator parameters, performing suctioning, and collaborating with respiratory therapy on weaning protocols.
- Delivered patient and family education on discharge instructions, medication management, wound care, and follow-up requirements, improving patient adherence and reducing readmission rates.

Leadership, Supervision & Training

- Supervised a team of 6–12 clinical staff, conducting daily assignments, competency monitoring, and performance counseling to maintain high-quality patient care standards.
- Designed and delivered monthly skills training programs for 15-member medical teams, covering ACLS, wound management, medication administration, and documentation compliance.
- Mentored 8 junior clinical staff through structured competency evaluations, remediation plans, and professional development coaching, resulting in 4 promotions over 24 months.
- Managed staff scheduling across 3 shifts to ensure 24/7 clinical coverage, balancing workloads and maintaining appropriate patient-to-staff ratios.
- Authored performance evaluations for 6 subordinate clinical staff annually, documenting achievements, areas for development, and career trajectory recommendations.
- Served as clinical preceptor for new hires and students, providing supervised clinical experience, constructive feedback, and competency sign-offs across 20+ procedures.
- Chaired weekly interdisciplinary case conferences, presenting complex patient cases and coordinating care plans across nursing, pharmacy, therapy, and physician teams.
- Led quality improvement initiatives that reduced medication errors by 35%, improved documentation accuracy to 98%, and decreased patient complaint rates by 22%.

Logistics, Supply & Administrative

- Managed medical supply and pharmaceutical inventory valued at \$180,000+, forecasting consumption rates, submitting requisitions, and maintaining 30-day safety stock levels.
- Maintained electronic and paper medical records for 800+ patients in compliance with HIPAA, state regulations, and organizational records management policies.
- Coordinated prior authorizations, referrals, and specialist appointments for 100+ patients monthly, reducing average wait time by 18 days through proactive follow-up.
- Monitored and maintained medical equipment readiness for a 30-device clinical inventory, scheduling preventive maintenance and coordinating emergency repairs to achieve 99% uptime.
- Conducted monthly supply inventories, equipment inspections, and compliance audits, identifying and correcting discrepancies before regulatory review cycles.
- Developed and updated standard operating procedures for clinical workflows, reducing onboarding time for new staff by 30% and improving procedural consistency.

Deployments, Austere Environments & High-Acuity Settings

- Provided independent clinical care for a geographically isolated patient population of 2,000+ personnel with limited access to physician oversight, managing acute illness, injury, and chronic disease with full clinical autonomy.
- Maintained clinical readiness and delivered consistent high-quality care across 12-hour shifts in resource-constrained, operationally demanding environments with no days off for periods of 9–12 months.
- Adapted standard clinical protocols to austere, resource-limited environments — improvising equipment, substituting materials, and applying field-expedient techniques to achieve positive patient outcomes.
- Developed and executed preventive medicine and force health protection programs for populations of 3,000–15,000, reducing illness and injury rates and maintaining organizational operational effectiveness.
- Demonstrated exceptional clinical decision-making and composure under high-pressure conditions, consistently prioritizing patient safety and achieving positive outcomes in time-critical scenarios.
- Collaborated with multinational clinical teams across language and cultural barriers, delivering effective care to diverse patient populations in complex operational environments.

9

COMMON MISTAKES TO AVOID

Using Military Job Titles as Your Resume Title

- 1** Writing "68W Combat Medic Specialist" as your job title. Civilian employers and ATS systems will not recognize this. Use "Emergency Medical Technician (EMT-B)" or the specific civilian role you are targeting.

Listing Your Rank as Seniority

- 2** "SGT John Smith" or "CPT Jane Doe" on a resume signals that you have not translated your experience. Rank belongs in the military service summary only — if at all. Let your job titles and responsibilities communicate seniority.

Using Unexplained Acronyms

- 3** "Performed TCCC per USSOCOM TTPs at BAS during OIF/OEF rotation" communicates nothing to a civilian reader. Every acronym must be spelled out or replaced with its civilian equivalent on first use.

Writing Duties Instead of Achievements

- 4** "Responsible for administering medications to patients" describes a task. "Administered medications to 30+ patients per shift with zero errors over 18 months" describes an achievement. Civilian employers want outcomes.

Omitting Numbers and Scale

- 5** Vague bullets like "provided patient care" and "led a team" are weak. Always quantify: patient volumes, team sizes, equipment values, error rates, improvement percentages. If you do not remember the exact number, use an honest approximation.

Ignoring Transferable Certifications

- 6** Many military certifications have direct civilian equivalents (PHTLS → TCCC equivalent, BLS/ACLS/PALS → recognized on civilian resumes). List every certification with its full civilian name and expiration date.

One-Size-Fits-All Resumes

7 Submitting the same resume to every job is one of the most common and costly mistakes. Tailor your resume to each posting by mirroring the job description language, emphasizing relevant experience, and matching keywords.

Formatting That Breaks ATS Systems

8 Avoid tables, multiple columns, headers/footers with critical information, text boxes, and graphics. Use a clean, single-column format with standard fonts (Arial, Calibri, Garamond) at 10–12pt.

Undervaluing Deployment and Combat Experience

9 Many veterans downplay or omit deployment experience out of modesty or uncertainty about how to present it. This experience — especially in clinical autonomy, high-acuity care, and decision-making under pressure — is extremely valuable and should be prominently featured.

Missing the Professional Summary

10 Starting your resume with a raw work history without a 3–4 sentence professional summary means missing the first impression. Your summary should translate your military career into civilian value in plain language that immediately captures the reader's attention.

10 FINAL CHECKLIST & PRO TIPS

Resume Finalization Checklist

- Professional Summary (3–4 sentences) translates military career into civilian value and targets the specific role.
- Job titles use civilian equivalents — NOT MOS codes or rank designations.
- Every bullet point begins with a strong action verb (Administered, Managed, Supervised, Delivered, Coordinated).
- Every bullet point is quantified with at least one number (patients, team size, percentage, dollar value, timeframe).
- Zero unexplained military acronyms — every term a civilian reader can understand without a military background.
- All certifications listed with full civilian names, issuing organization, and expiration dates.
- Education section includes degree, institution, graduation year, and any relevant honors or specializations.
- ATS-friendly format: single column, standard fonts, no tables, no graphics, no headers/footers with critical info.
- Resume is 1 page (0–5 years experience) or 2 pages maximum (6+ years) — never longer.
- Keywords from the specific job posting are mirrored throughout the resume.
- Dates of employment are consistently formatted (Month Year – Month Year).
- Contact information includes professional email, phone, LinkedIn URL, and state of residence.
- Resume has been reviewed by at least one person unfamiliar with military language to test clarity.
- File saved as "FirstName_LastName_Resume.pdf" (or .docx if specified) — not "My Resume" or "Final v3."

How to Tailor for a Specific Job Posting

- **Step 1:** Copy the full job description into a text editor. Highlight every key skill, certification, and qualification required.
- **Step 2:** Compare against your resume. Ensure the highlighted terms appear verbatim in your resume where they are truthfully applicable.
- **Step 3:** Adjust your Professional Summary to directly address the employer's stated priorities for that role.
- **Step 4:** Reorder bullet points so the most relevant experience appears first under each position.
- **Step 5:** Check your title — if the posting says "RN – Emergency Department," your most recent job title should reflect emergency department experience if you have it.
- **Step 6:** Remove or de-emphasize experience that is not relevant to this specific posting to keep the resume tight and focused.

PRO TIP



Run your tailored resume through a free ATS scanner (Jobscan.co, Resume Worded, or similar) before submitting. These tools compare your resume against the job posting and flag missing keywords, formatting issues, and ATS red flags.

11

VALOR HEALTHCARE RECRUITING SUPPORT

You do not have to navigate the resume translation process alone. Valor Healthcare Recruiting provides **free, professional resume translation and optimization** services to every transitioning military healthcare professional we work with — at no cost to candidates, ever.

Professional Resume Translation Our team — including veterans who have made this exact transition — will translate your military experience into a polished, civilian-ready resume that passes ATS and impresses hiring managers.	ATS Optimization & Keyword Matching We analyze your target job postings and optimize your resume with the exact keywords and phrases ATS systems and hiring managers are scanning for.
LinkedIn Profile Build We convert your military background into a compelling LinkedIn profile that civilian recruiters and hiring managers actively search — with a headline, summary, and experience section that speaks their language.	Cover Letter Writing We write targeted cover letters that bridge your military service and the specific civilian role, addressing any employment gaps and highlighting your most relevant experience.
Interview Preparation We coach you on how to present your military experience, answer behavioral questions using the STAR method, handle salary discussions, and make a strong impression in civilian healthcare interviews.	Direct Employer Matching Once your resume is ready, we connect you directly with clinics, hospitals, EMS agencies, and health systems in our active hiring network — with priority access to roles seeking veteran healthcare professionals.

Meet Your Transition Team

Joshua P. Huchingson

CEO / Recruiting Team Lead

Founder of Valor and prior active-duty Army healthcare recruiter. Joshua brings firsthand knowledge of military medicine, the separation process, and what civilian employers look for in veteran candidates — and has helped hundreds of transitioning medical personnel land civilian healthcare roles.

Nathaniel Dutton

COO / Outreach & Employer Relations

Nathaniel manages all outreach to civilian clinics, hospital systems, and rural health networks nationwide, matching every candidate to a role that fits their experience, geography, and career goals.

Guadalupe Fajardo-Davalos

Compliance, Credentialing & Licensing

Guadalupe leads Valor's resume translation, credentialing, and multi-state licensing support — ensuring every candidate's civilian documentation is polished, compliant, and competitive from day one.



Ready to Build Your Civilian Resume?

Contact your Valor Transition Specialist today — resume translation is always free.

The earlier you start, the stronger your first civilian impression.

contact@valorhealthcarerecruiting.com

valorhealthcarerecruiting.com/candidates

Honoring Service. Building Futures.

This guide is provided for informational purposes only. Resume content, keyword requirements, and ATS systems vary by employer and are subject to change. Valor Healthcare Recruiting's transition support services are provided free of charge to all candidates. Always verify certification and licensure requirements with the relevant credentialing body.