Dream job cheat sheet

# Dream Job factors for you

Total Compensation

Engagement with the work

Appreciation by team

Use personal strengths

Variety

Flexible hours or location

Autonomy

Leadership

Something Else?

# industry assessment

Of the 50 largest industries in the United States, these hire veterans at greater rates than civilians.

* Defense and space
* Airlines and aviation
* Government administration
* Utilities: electric power, natural gas, steam supply, water supply, and sewage removal.
* IT Information Technologies and Services
* Management consulting: advise businesses, nonprofits, and public-sector agencies in areas such as organizational design, human resources, corporate strategy, information technology strategy, marketing and sales, finances, and logistics.
* Transportation, trucking, railroad
* Mining and Minerals: coal mining, metal ore mining, nonmetallic mineral mining and quarrying, and support activities for mining.
* Oil and energy: oil and gas extraction
* Machinery. Businesses that manufacture all mechanical **machinery** for use in mining, manufacturing, energy, and construction.

Veterans are more highly recruited than civilians in these industries:

* Research
* Nonprofit organization management
* Higher education.

Veterans apply at a higher rate than civilians but do not necessarily get hired at a higher rate.

* Logistics and supply chain
* Human resources

# Skills assessment

**INSTRUCTIONS:** Research giant Korn Ferry reports that 85% of job SKILLS are the same across industries. Of the 53 job skills listed below, check off the job skills that you have done before and *want to do again*. Narrow the list to ten items. Then highlight the items on the Functions chart on the next page

  **AMBIGUITY (DEAL WITH)**– Can act when details are unclear; comfortable leaving issues open; at ease with the unknown.

  **ANALYSIS** – Examine methodically and in detail, typically for purposes of explanation and interpretation.

  **BUDGET** – Estimate costs, revenue, and resources over a specified period.

  **CATEGORIZE** – Arrange people or things into classifications according to shared qualities or characteristics.

  **CHANGE (INITIATE)** – Bring about new ways of doing things and lead others to adopt change.

  **CHANGE MANAGEMENT** – Easily and quickly respond to changing assignments, work settings, and priorities.

  Computer Skills – Use computers and related technology, such as Microsoft Office, efficiently, with a range of skills.

  **CONCEPTUAL THINKING** – Form and develop ideas and concepts.

  **COUNSEL** – Provide advice, guidance, direction, instruction, information, or enlightenment to others.

  **CUSTOMER SERVICE** – Assist, advise, and solve customer problems and support customers appropriately.

  **DECISION MAKING** – Frequently forecast outcomes of options to determine which choice is the best for a situation.

  **DELEGATE** – Assigns tasks to others; explains why the task is important and the expected results.

 **DESIGN** – Plan the look and function or workings of a building, product, or object before it is built or made.

  **EMOTION MANAGEMENT** – Ability to realize, readily accept, as well as successfully manage the feelings of others.

 **ESTIMATE** – Roughly calculate or judge the value, number, quantity, or extent of.

  **EVALUATE** – Form an idea of the amount, number, or value of; assess.

  **EXPEDITE** – Make actions or processes happen or get accomplished more quickly.

 **IDEATE** – Generate or think up ideas .

  **IMAGERY** – Illustrate through drawings or sketches, photography, or other artistic means.

 **IMAGINE** – Visualize possibilities.

  **IMPLEMENT** – To put policies or plans into effect.

  **IMPROVISE** – Think or perform ad hoc, on the fly, or without planning.

  **INNOVATE** – Welcomes, encourages and seeks continual improvement on a small or large scale.

  **INTERVIEW** – Asks questions using insight to obtain information

  **INTUITION** – Able to understand something immediately using insight without need for conscious reasoning

  **LEAD OTHERS** – Enjoys taking responsibility and directing others; takes responsibility for initiating necessary change

 **LIAISE** – Communication or cooperate between people or organizations to facilitates close working relationships.

  **LOGISTICS MANAGEMENT** – Manage events and handle detailed coordination of people, facilities, or supplies

  **MECHANICAL SKILLS** – repair, fix or operate machinery.

 **MEDIATE** – Intervene between people in a dispute to facilitate agreement or reconciliation.

 **MENTOR** – Guide, coach, or counsel less experienced employees or students

  **MONITOR** – Observe processes, people, or activities to check they are carried out fairly or correctly.

  **MOTIVATE OTHERS** – Bring out the best in people; keep others enthusiastic and involved in order to get the best possible project moved out on time.

  **MULTI-TASK** – Deal with more than one task or project at the same time

  **NEGOTIATE** – Try to reach an agreement or compromise by discussion with others.

  **NUMERICAL ACCURACY** – Works with numbers, solves numerical problems, looks for patterns on pages of numbers

  **OBSERVE** – Notice, see, perceive, discern and identify something observed as significant

  **PAPERWORK**– Comfort with repetition and attention to detail and maintaining accurate and timely records

  **PLAN**– Specifies steps for a project before beginning and prepares for potential problems before they occur

  **PRESENTATION SKILLS** – Speak or perform in front an audience

  **PROOFREAD** – Read, edit or revise written or printed materials

  **READ FOR INFORMATION** – Read written information in a thorough or careful way

 **RESEARCH** – Engage in information discovery such as conducting online research

  **SALES ORIENTATION** – An ability to persuade and promote; optimistic and does not take no for an answer.

  **STRATEGIC** – Able to identify long-term goals; works backwards to identify the most effective option of the alternatives

  **SUPERVISE** – Observe, direct and manage the work of others

 **SYNTHESIZE** – Combine data, ideas or things to form something whole or make something new

  **TRAIN & TEACH** – Show or explain to someone how to do something

  **TEAMWORK & COOPERATION** – Willing to follow or lead, demonstrates trust in and support of co-workers; builds partnerships

  **TEST** – Critical examine, observe, or evaluate to determine accuracy, precision or quality

  **TIME MANAGEMENT** – Able to use one's time wisely and productively to meet deadlines

  **WRITE** – Takes time and effort to put thoughts in writing; is concise and descriptive and keeps the reader in mind.

\*Adapted with permission from Kristin A. Sherry. For more assessments that can help you target your next career, read her book [*YouMap: A Step-By-Step Guide to Discover You and Find or Create the Job You Love.*](https://www.amazon.com/YouMap-Yourself-Blaze-Path-World-ebook/dp/B07GWVMGRV)

# Skills by category

Highlight your top ten skills to determine which category of jobs will suit you best.

**Administration**

Budget

Categorize

Organize

Paperwork

**Biz Dev and “Sales”**

Competitiveness

Negotiate

Present/perform

Risk taking

Sales orientation

**Conceptual and creative**

Abstract thinking

Ambiguity, deal with

Conceptual thinking

Design

Envision

Ideate

Imagine

Imagery (create)

Improvise

Innovate

Strategic

**Research and analysis**

Analysis

Assess

Evaluate

Interview for information

Observe

Read for information

Research

Study

Synthesize

**Project Management**

Customer service

Execute

Expedite

Change management

Logistic Management

Monitor

Multi-task

Plan

Time Management

**Leadership**

Change (initiate)

Decision making

Lead others

Mentor

Motivate

**Supervise and Manage**

Delegate

Hiring staffing

Implement

Manage others

Supervise

Teamwork and Cooperation

**Interpersonal**

Advise

Collaborate

Counsel

Emotion Management

Intuition

Liaise

Mediate

Train and teach

**Technical and mechanical**

Computer skills

Edit

Educate

Estimate

Mechanical skills

Numeric accuracy

Proofread

Test

Write

# How to do a Cold Hard Reality Check

Find complete instructions on how to do a cold hard reality check on LinkedIn here: <https://www.military.com/veteran-jobs/cold-hard-reality-check-which-veteran-jobs-are-really-possible-you.html>

# What kind of job are you looking for?

"What kind of job are you looking for?" It is the one question everyone asks you during military transition—and the one most veterans get wrong because they have not done their research.

If you have just started your transition process, you don’t need to mention a job title or industry yet. Use this template in the first two months of looking:

* **I’d like to stay in the XX area. I AM/AM NOT looking for a job in Defense. I’d like to do more X or Y skills.**
* EXAMPLE: I’d like to stay in the Washington, DC area. I am looking for a job in defense or management consulting. I’d like to do more research and analysis with an opportunity to use my presentation skills.

After you have conducted your research and consulted with your network, you are ready to graduate by mentioning a job title. Say something like this:

* **I’d like to live in the XX area. I’m looking for a job in the X industry where I can use my skills as x, y, and z. Perhaps as a (job title) or (job title.)**
* EXAMPLE: Our family plans to move back to San Jose where we have family. I’m looking for a job in the tech industry where I can use my expertise in recruiting, presentations and research as a sourcer for DEI candidates in tech.

# Make it a dream job

In reality, any job has the capacity to reflect an aspect of yourself, fulfill an inner need, or build on past success.

Don’t let yourself get caught up in a negative interpretation of your first-base job. Keep track of how often you are using your strongest skills. Learn all you can about the business and then reassess. Is this a place to move up, or is this a place from which you want to move on? Give it some time.

For more information, find all of our FREE transition master classes in our video library here: <https://www.military.com/veteran-employment-project/master-class-videos>

If you have questions, connect with me on LinkedIn here: <https://www.linkedin.com/in/jaceyeckhart/>