

# Translate One Military Accomplishment

A free ElevateEm worksheet for officers and senior enlisted leaders exploring civilian work. Use one real example to explain what you did, connect it to an employer requirement, and identify what you still need to verify.

## Start with the work

A title can describe where you sat. A useful accomplishment explains the problem you handled, your own action, and what changed. Work through the example, complete the worksheet, then test your statement against one job description.

Allow about 20 minutes. You need one accomplishment and one relevant public job description. Keep your working notes private. Use the fillable PDF for short answers or the Word version for longer notes.

## A worked example

Illustrative example only. The person, events, and numbers below are fictional and are not customer outcomes.

| Part               | Example                                                                                                                                                                                          |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Starting statement | Served as operations officer and ensured mission readiness.                                                                                                                                      |
| Problem and scope  | Four teams used different planning trackers. Deadlines and resource conflicts were difficult to see.                                                                                             |
| Personal action    | Built a shared schedule, assigned milestone owners, and introduced a weekly risk review.                                                                                                         |
| Documented result  | In this fictional example, on-time milestones rose from 31 of 40 to 37 of 40 across two comparable periods.                                                                                      |
| Civilian statement | Coordinated planning across four teams, introducing shared milestone ownership and weekly risk reviews; on-time milestones increased from 31 of 40 to 37 of 40 across the two reporting periods. |

This statement preserves sequence without claiming that one change caused the entire improvement. If the result cannot be supported, use a truthful description of the deliverable instead.

CareerOneStop supports explaining military terminology in civilian language [S7]. The evidence worksheet and example are original ElevateEm tools; they have not been validated as a career assessment.

# Build Your Own Example

Choose something you personally did. Describe team outcomes as team outcomes and make your contribution explicit.

## 1 What problem did you address and who needed the result

## 2 What did you personally decide build change or coordinate

## 3 What scope can you support such as people resources time or locations

## 4 What changed and how do you know

## 5 What supports the statement and what is still uncertain

## 6 Draft one sentence linking your action scope and result

No reliable number? Describe a specific output, adoption, decision, or observable change. Do not manufacture savings, percentages, budget authority, or software experience.

# Test the Translation

Target job title employer URL and date checked

One requirement from the posting in your own words

How your example supports that requirement and where it falls short

## Before using the statement

- Your personal action is clear, and every number is supportable.
- You have explained unfamiliar terms without changing the substance or inflating authority.
- The example addresses an actual requirement; a title match alone is not enough.
- You can explain the context and limitations in an interview.

## Continue with ElevateEm

The Military Leadership Career Translation Toolkit expands this process into an evidence inventory, six career-field starting points, resume and interview worksheets, and a 30-day action plan. An optional written review adds Emily Hastings' assessment of your resume and up to three career fields. No call is required.

Explore ElevateEm at <https://elevateemsolutions.com>. Product availability and current terms are shown at purchase.

## Source and use

[S7] CareerOneStop, Translating military terms. Reviewed 30 September 2026.

<https://cloudfront.careeronestop.org/Veterans/JobSearch/ResumesAndApplications/translating-military-terms.aspx>

Version 1.0 | ElevateEm Solutions LLC. You may share this complete free guide with attribution. Examples are illustrative. This guide supports exploration and writing; it does not predict hiring or establish qualification.