

# **Commonwealth Employment Opportunities for Pennsylvania Guard Members**



**A Guide by the  
Department of Military and Veterans Affairs**



# Introduction from MG Jessica L. Wright, Adjutant General of Pennsylvania



As a Pennsylvania National Guard member, you have accomplished a great deal. You have demonstrated a desire to do well in life through education, hard work and service to others. The leadership of the Department of Military and Veterans Affairs is interested in helping you find public service work by applying your military talents and abilities to areas you may not previously have considered. This booklet was

prepared to assist you in utilizing your military training, skills and experience to find employment with Pennsylvania state government agencies.

The information contained in this booklet gives you hints and helpful ideas for resume writing and comparing your military experience to what Commonwealth managers and professionals are looking for as they recruit employees for their agencies.

Please take the time to read through this information and think about what you already accomplished, and how those experiences may be utilized in state government service.

Thank you for being a member of the Pennsylvania National Guard and for your service to our Commonwealth and country. Best wishes for continued success as a member of the best National Guard in America.

## EMPLOYERS ARE LOOKING FOR

- <sup>1</sup>Loyalty
- Duty
- Respect
- Selfless Service
- Honor
- Integrity
- Personal Courage



## Excellence in All You Do!

The values you learn in the Army and Air National Guard are those traits an Employer is looking for in an applicant. As a member of the military you develop skills beneficial to civilian enterprises because you are held to high standards of performance and operations. Members of the military are decisive, resourceful, and tremendous team players. They possess time management skills and perform well under pressure. It is important to include these quality traits in your resume.

<sup>1</sup> *Extracted from Army Field Manual 22-100*

WHAT  
EMPLOYERS  
LOOK FOR



The question you may be asking yourself is “I am a combat soldier or aircrew member — what training and experience have I gained in the National Guard that a government employer is looking for and will help me get a job?” This is a good question and the answers may surprise you. The following is a list of attributes that Army and Air National Guard members possess which employers find valuable, and make you an attractive candidate for Commonwealth service.

**DEDICATION** – You are committed to service not only to yourself but to those around you. You believe in a mission, selfless service, and strive to be the best.

**COMMUNICATOR** – You work well with others. You understand the intent of your leadership and can articulate the intent to your peers and subordinates.

**DECISIVE** – You make good decisions in a timely fashion and follow through to insure action is taken as a result of your decisions.

**MOTIVATED** – You have been motivated to join the armed forces. Your motivation has been a key ingredient in completing your training and the success of your service.

**EXCELLENT WORK ETHIC** – You come to work when you are supposed to and you work until the job is done. You go beyond the norm to insure the job is done right.

**WORK UNDER STRESS** – Serving your country and Commonwealth is stressful, whether in combat or in training. You have handled the stress and performed under many challenging, unusual circumstances.

**ACCEPT CHALLENGES** – The challenges you face make you unique, and you have not only accepted them but excelled in completing the missions.



Begin to think of yourself in terms of what makes you a professional — you have lived and demonstrated these attributes, and many more. These attributes are good examples of “buzz words” which employers look for in resumes, employment applications, and interviews.

Utilize your military education to demonstrate your leadership capabilities. For example, if you have completed a Non Commissioned Officer course such as the Primary Leadership Development Course, this shows that you not only want to improve yourself through promotion, but also you know how to lead others to be successful as well. The hard skills of leadership courses, such as Land Navigation, may not grab an employer’s attention, but the leadership abilities you learn are what the employer needs to know. The ability to counsel, motivate, and set the example for others is the key.

Each level of education you have accomplished is a valuable example of your desire to do well not only as a service member, but in life in general. Completing Airborne School is not about jumping out of an airplane; it is about being motivated and dedicated to completing a stressful training experience under difficult circumstances. This sets you apart from others and you should highlight this attribute when dealing with potential employers.

Remember, you have made one of the most difficult decisions in your life when you chose to join the Guard. That alone demonstrates that you have much to offer to employers. **GOOD LUCK!**

You may be quite surprised to learn that the skills you have gained to complete your service role are also skills that the Commonwealth of Pennsylvania needs to support its state mission. Below is a list of **Career Management Fields (CMF)** and **Air Force Specialty Codes (AFSC)** the Pennsylvania Army & Air National Guard require and some correlating Commonwealth job titles. If you are qualified in one of these occupational specialties, you may be a good candidate for one of these state positions.



SKILLS  
TRANS-  
LATOR

**Aviation-CMF 15 Aviation**, AFSC 11/12 Pilot/Navigator, AFSC 1A Aircrew Operations, AFSC 1T Aircrew Protection, AFSC 8S Missile Facility Manager

Pilot, Mechanic, Security Officer, Electronics Repair, Equipment Operator, Radio Communications, Facility Maintenance

**Engineering-CMF 21 Engineer**, AFSC 3E Civil Engineering, AFSC 6C Contracting, AFSC 8E Research & Development

Engineer, Maintenance Trades, Equipment Operator, Construction

**Communications-CMF 25 Communications & Information Systems Operation**, AFSC 1C Command & Control Systems Opns, AFSC 1W Weather, AFSC 2E Communications-Electronics Systems, AFSC 3C Communications-Computer Systems

Information Technology, Applications Developer, Distributed Systems

**Legal-CMF 27 Paralegal, AFSC 5J Paralegal, AFSC 51J  
Judge Advocate**

Legal, Paralegal, Administrative

**Security and Corrections-CMF 31 Military Police, AFSC 3P  
Security Forces, AFSC 7S Special Investigations, AFSC  
8J Correctional Custody Supervisor**

Police Officer, Security Officer, Corrections Officer,  
Insurance Investigator, Welfare Fraud Investigator,  
Criminal Tax Investigator

**Intelligence-CMF 33 Military Intelligence System Maintenance/  
Integration, CMF 35 Military Intelligence, AFSC 1N Intelligence,  
AFSC 8D Linguist Debriefing, AFSC 8M Postal, AFSC 8P  
Courier/Defense Attach**

Investigator, Auditor, Language  
Maintenance/Integration and  
Interpreter or Education Advisor,  
Mailroom Clerk, Courier



**Psychology-CMF 37 Psychological  
Operations**

Psychologist or School  
Psychologist, Psychological Services Associate, Planner,  
Information Writer



**HR/Administration-CMF 42 Adjutant General, AFSC 3S Mission Support, AFSC 3V Visual Information**

Human Resource Specialist, Clerk and Clerk Typist, Administrative Assistant

**Finance-CMF 44 Financial Management, AFSC 6F Financial**

Payroll or Budget Analyst, Accountant, Fiscal Assistant/ Technician, Purchasing Agent, Economic Development Analyst

**Information-CMF 46 Public Affairs, AFSC 3N Public Affairs, AFSC 3A Information Management, AFSC 3H Historian**

Information Writer, Multi-Media Specialist, Broadcast Engineer, Museum Curator, Historian

**Religion-CMF 56 Religious Support, AFSC 52R Chaplain, AFSC 5R Chaplain Service Support**

Chaplain, Religion and Family Services Advisor

**Mechanical-CMF 63 Mechanical Maintenance, AFSC 2F Fuels, AFSC 2G Logistics Plans**

Aircraft, Automotive, Diesel, Refrigeration/HVAC, Utility Plant and Helicopter Mechanic, Supervisor or Instructor

**Medical-CMF 68 Medical, AFSC 4X**  
Medical, AFSC 4Y Dental, AFSC 46  
Nursing, AFSC 44 Physicians

Doctor, Registered Nurse, Licensed  
Practical Nurse, Pharmacist, Lab  
Technician, Medical Records  
Assistant



**Chemical-CMF 74 Chemical**

Chemist

**Recruiting-CMF 79 Recruitment and Reenlistment, AFSC 8R**  
Recruiter, AFSC 8A Career Assistance Advisor, AFSC 8B  
Military Training, AFSC 8C Family Support Center

Human Resource Assistant or Analyst, Administrative  
Officer (Family Assistance Centers)

**Transportation-CMF 88 Transportation, AFSC 2T**  
Transportation & Vehicle Maintenance

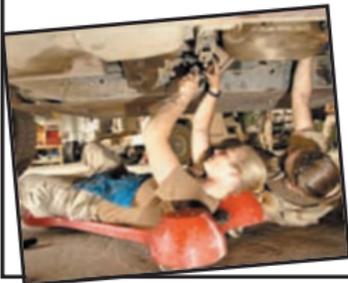
Driver, Equipment Operator, Dispatcher

**Ammunition-CMF 89 Ammunition, AFSC 2W Munitions &  
Weapons**

Equipment Operator, Stock Clerk, State Police Gunsmith,  
Storekeeper, Security or Police Officer

**Supply-CMF 92 Supply & Services,**  
AFSC 2S Supply, AFSC 3M  
Services

Warehouse Supervisor, Stock  
Clerk, Storekeeper, Purchasing  
Agent, Distribution Manager or  
Administrator



**Maintenance-CMF 94 Electronic Maintenance, AFSC 2P**  
Precision Measurement, AFSC 2R Maintenance  
Management, AFSC 2A Manned Aerospace Maintenance,  
AFSC 2M Missile & Space Systems Maintenance

Electronics, Maintenance, Electrical Engineer

**Safety-AFSC 1S Safety, AFSC 1T Aircrew Protection**

Safety Inspector and Supervisor

Obtain detailed descriptions of positions held in the US Armed Forces using one of many *Military to Civilian Skills Translators* available on the internet through various search engines using keywords "Military Transition" or "Military Skills Translator."

## About the Commonwealth

The Commonwealth of Pennsylvania is one of Pennsylvania's largest employers with exciting career opportunities in a wide range of fields and in many locations throughout the state. State employment offers more opportunities for variety, challenge, and growth than any private employer. There are two classifications of state jobs. Approximately 30% of state government jobs are classified as non-civil service. Most of these are filled through the Bureau of State Employment (BSE). The remaining 70% of positions are filled through the State Civil Service Commission process.

Approximately 82% of Commonwealth employees are represented by a labor union.

### Compensation

Civil Service and Non-Civil Service employees earn a competitive salary as well as a strong benefits package that includes a retirement/pension plan, paid vacation, paid sick leave, paid personal leave, paid holidays, group life insurance, paid civil leave, parental leave with job protection, and comprehensive health care insurance as well as prescription, vision, and dental care plans. For further information on health benefits, please visit [www.pebtf.org](http://www.pebtf.org).

**PENNSYLVANIA IS PROUD TO BE AN EQUAL  
OPPORTUNITY EMPLOYER SUPPORTING  
WORKFORCE DIVERSITY**

ABOUT THE  
COMMON-  
WEALTH



## HOW TO APPLY FOR STATE EMPLOYMENT

### Civil Service

Civil Service job titles can be viewed by accessing the State Civil Service Commission website at [www.scsc.state.pa.us](http://www.scsc.state.pa.us). The summary of civil service examinations lists test announcements of job titles that are open for application and deadline dates for submitting an application.

A Civil Service application for employment must be completed for each test announcement selected.

If applying online for a job that requires a written, oral or performance examination, the applicant will be automatically directed to select a date, time, and location to take the civil service test. If completing a paper application, the applicant will wait to be notified by postcard of the date, time, and location to report for testing.

The Commission will send the results of the examination or rating to the applicant. All applicants who pass the test and meet the minimum requirements will have their names placed on the list of eligible candidates for that job title in score order.

When a job vacancy occurs, the hiring agency requests an eligible list from which to interview for that job title. Hiring is normally done from the highest ranking candidates on an eligible list. Those ranked high enough on the eligible list will be contacted to assess their availability or to report for a job interview.

Names of applicants who are interviewed and not selected for the position will remain on the eligible list to be considered for future vacancies for a specified period of time.

**Applicants' standing on the eligible list may change as more persons are tested and added, and as appointments are made. If an applicant is selected for the position, the agency will notify them and establish a start date.**

## Non-Civil Service

The Bureau of State Employment refers names of qualified candidates for vacant positions. Examples of the most common positions filled are clerical/administrative, correctional, entry level, security/investigative, skilled trades, management, internships, and seasonal positions. Additional information on specific job classifications or recruitment highlights is available at [www.bse.state.pa.us](http://www.bse.state.pa.us).

Candidates for non-civil service vacancies are referred by BSE for interviews based on the skills, experience, and education listed on their resumes. A typed resume and Personal Data Sheet (PDS), available at [www.hrm.state.pa.us/pds](http://www.hrm.state.pa.us/pds), are required in order to be considered. Once on file the information will remain active for one year.

Applicants need not request consideration for a specific position. Once an application is in the database, it will be reviewed and matched to vacancies based on the applicant's qualifications.

HOW DO YOU  
APPLY?  
NON-CIVIL  
SERVICE

CIVIL SERVICE  
VETERANS'  
PREFERENCE

## Civil Service Veterans' Preference

Individuals who qualify for veterans' preference will receive ten points added to their final civil service test score and they also may receive preference in the hiring process.

Individuals in the following categories are eligible for veterans' preference if they have completed their military service commitment and have received an honorable discharge from such service prior to taking a civil service examination:

(1) Persons who served in the armed forces of the United States, or in any women's organization officially connected therewith for the following specific periods of time: from April 6, 1917 thru July 2, 1921; from December 7, 1941 thru September 2, 1945; and from June 25, 1950 thru July 27, 1953.

(2) Persons who have served in an active duty capacity in the armed forces of the United State since July 27, 1953. Such service must include completion of basic training.

(3) Persons who served in the National Guard or Reserves. Such service must include completion of basic training.

Also eligible are:

(1) Spouses of disabled veterans.

(2) Widows or widowers of veterans.

Detailed information regarding veterans' preference can be found on the State Civil Service Commission website at [www.scsc.state.pa.us](http://www.scsc.state.pa.us).



## Contact Information

### State Civil Service Commission

[www.scsc.state.pa.us](http://www.scsc.state.pa.us)

Harrisburg

(717) 783-3058

Philadelphia

(215) 560-2253

Pittsburgh

(412) 565-7666

### Bureau of State Employment

[www.bse.state.pa.us](http://www.bse.state.pa.us)

(717) 787-5703

### PA Career Link

[www.pacareerlink.state.pa.us](http://www.pacareerlink.state.pa.us)

East-(215) 560-1980 1

Central-(570) 327-350

West-(412) 565-5325

CONTACT  
INFORM-  
ATION

RESUME  
DO'S &  
DON'TS

# RESUME DO'S AND DON'TS

1. **Don't** ever send your resume without a cover letter.
2. **Do** address your letter to a named individual.
3. **Don't** use a sexist salutation, such as "Gentlemen" when answering a blind ad.
4. **Don't** waste your first paragraph by writing a boring introduction. Use the first paragraph to grab the employer's attention; give the employer the reasons you are qualified for the position.
5. **Do** send an original letter to each employer.
6. **Don't** use such clichés as "Enclosed please find my resume" or "As you can see on my resume enclosed herewith." Employers can see that your resume is enclosed; they don't need you to tell them. Such trite phrases just waste precious space. And **don't** use pleonasms (wordy phrases), which also waste space.
7. **Don't** depend on the employer to take action. Request action. Request an interview, and tell the employer when you will follow up to arrange it. Then, **Do So**. It is imperative that you follow up. You will greatly increase your chances of getting interviews if you call the employer after writing instead of sitting back and waiting for a call. Those who wait for the employer to call them will generally have a long wait indeed.
8. **Don't** send a cover letter that contains any typos, misspellings, incorrect grammar or punctuation, smudges, or grease from yesterday's lunch.
9. **Do** use simple language and uncomplicated sentence structure. Ruthlessly eliminate all unnecessary words. Follow the journalist's credo: Write tight!
10. **Do** write cover letters that are unique and specific to you.

11. **Do** list the requirements of the job, especially when responding to an ad.
12. **Do** keep your letter brief. **Never, Never** more than one page and it's best to keep it well under a full page. Each paragraph should have no more than one to three sentences.
13. **Do** tell the employer how you can meet his or her needs and contribute to the company.
14. **Do** distinguish your cover letter from those of other job-seekers by quantifying and giving examples that amplify and prove the claims you make in your letter.
15. **Do** try to answer the question that the employer will be asking while reading your letter: "Why should I hire this person?" Answer with your Unique Selling Proposition.
16. **Don't** rehash your resume. You can use your cover letter to highlight the aspects of your resume that are relevant to the position, but you're wasting precious space — and the potential employer's time — if you simply repeat your resume.
17. **Do** avoid negativity. Negativity never has a place in a cover letter.
18. **Do** be sure the potential employer can reach you.
19. **Do** avoid the three most common cover letter mistakes.
20. **Do** use action verbs.
21. **Don't** forget to personally sign the letter, preferably in blue ink.
22. **Do** use e-mailed cover letters, but keep them shorter and more concise.

# ONLINE SELF-HELP RESOURCES

## **Pennsylvania State Civil Service Commission Homepage**

Obtain information on current state civil service job opportunities and how to apply. View a list of Pennsylvania civil service tests currently open [www.scsc.state.pa.us](http://www.scsc.state.pa.us). Refer questions to [ra-cs-webmaster@state.pa.us](mailto:ra-cs-webmaster@state.pa.us).

## **Commonwealth of Pennsylvania Bureau of State Employment**

Obtain information on applying for non-civil service positions in Pennsylvania [www.bse.state.pa.us](http://www.bse.state.pa.us). Refer questions to [ra-bsewebmail@state.pa.us](mailto:ra-bsewebmail@state.pa.us).

## **PA Power Port**

Commonwealth of Pennsylvania homepage  
[www.state.pa.us](http://www.state.pa.us)

## **Department of Military and Veterans Affairs (DMVA) Homepage**

Obtain information on DMVA's mission, organization, family assistance, and the benefits and services available to members of the PA Army and Air National Guard. Check out the Education Center link for more information regarding translation of military training and experience into a personalized college degree plan and educational counseling opportunities.  
[www.dmva.state.pa.us](http://www.dmva.state.pa.us).

## **Pennsylvania State Career Link Homepage**

A one-stop services site to assist in finding a job on-line or finding information on resume preparation, support services, and training programs.  
[www.pacareerlink.state.pa.us](http://www.pacareerlink.state.pa.us)

## **Military to Civilian Skills Translator**

Obtain detailed descriptions and requirements for positions held in the US Armed Forces to assist in writing a more effective resume using various internet search engines using the key words **Military Skills Translator**.

## **Military to Civilian Resume Writing**

Learn how to write the best resume & capitalize on your military background. Includes examples of military resumes, tips and examples of resume cover letters.

[www.hirevetsfirst.gov](http://www.hirevetsfirst.gov)



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from Military  
to Commonwealth employment.



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Veteran Affairs



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