

Veteran Experience Profile Form

Be Equal



The IBM Veterans Leadership & Advancement Squad is a group of volunteers dedicated to ensuring a rich career journey for veterans who join IBM.

The team created this Veteran Experience Profile Form to be used by veteran applicants as a cover letter to tell their experience story to IBM talent and hiring professionals.

Why use this form?

Use this form to explain the elements of your military career that illustrate your overall work and leadership experience in greater detail.

The information provided will be used by talent and hiring professionals at IBM, [who have been trained on how to translate a veteran’s holistic experience in both the civilian and military sectors and identify alignment with IBM talent needs.

This form was created to help military veterans and IBM hiring professionals to “speak the same language” when it comes to their experience. Please take some time to fill out the form and tell us your experience story.

How to use the form?

To accompany their application to IBM, a veteran can fill out this form and attach it with their other submitted items, such as a resume or references.

Veteran documents such as performance reports (e.g., performance reports, DD-214, awards & recognition, etc.) can be used to draw from for details on your military experience. Please do not include any sensitive information.

Veteran applicants are welcome to fill-out as much or as little as they feel comfortable with.

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Quick Start

Status

Rank / Pay Grade

Time in service

Type of service¹

Branch of service¹

Education

Education

Other Training²

Notable Experiences

Notable Achievements³

Military Speciality & Experience

Military Specialty Code & Definition⁴

Military Specialty Description & Details⁵

Note

Think of it as a cover letter to lay out the veteran’s military experience in a way that is welcoming and comprehensive for both the veteran & hiring professionals.

1. IBM are aware that a veteran may have served in multiple branches or types of service over their career

2. Under “Other Training” the veteran may consider including formal leadership and management training that was attended while in the military. Example education from USAF is ALS (Airman Leadership School) and NCOA (Non-commissioned Officer Academy). Example education from US Army is the Captain’s Career Course and Basic Officer Leaders Course. It is also advised to note specific achievements tied to those training courses (e.g., “Top Grad”, Class Leader, Teacher/Trainer)

3. Achievements could include a formal award, medal, badge, citation, letter of appreciation or campaign ribbon. Achievements could also include taskings such as a deployment overseas, a TDY (Temporary Duty), or any other notable time served for a broader purpose in uniform. Please be sure to include context here--details on what was achieved, numbers and figures to support the level of leadership experience attained and impact from your work (e.g., “Received Achievement medal for meritorious service in support of Operation XYZ; led 500 troops and moved 200k lbs. of cargo over the course of 6 months; designed and implemented a new operations program, driving 20% improvement in efficiency.”

4. Military Specialty Codes are the alpha numerical code which explains the details of the specific career field you served in as part of the military. Please provide the alpha-numerical code along with the written description on what that career field and specialty code level was achieved (e.g., 3 vs. 5 vs. 7 level).

5. Use this space to add in a very brief description of the military career field in which you have experience in. Use the rest of the space to explain in short bullets how your personal experience in that career field translates to leadership experience (e.g., “Supervised shop of 35 Airmen and maintained 99% retention over the course of 5 years.”) Description & Details here could also include career-related notes that directly relate to the needs of the IBM business such as cybersecurity or computer science; (e.g., “Over the course of 4 years, halted 100 potential cybersecurity attacks to systems, resulting in \$10 million dollars saved for the base and protected 500k documents from being compromised.”

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