

March/April 2021



## Letter from the President

Hello CDPI Community,

In my daily interactions, I'm finding March 2021 has a bit of a New Years Eve vibe. Unfortunately, not in the traditional celebratory sense, but in the natural inclination to reflect on the past year and our journey to today. There are many things I would not have predicted a year ago, and one of them is serving on this board. There were names I'd never heard back then that today are my fellow board members, colleagues, and friends. Although the past year has been a struggle, I am grateful for this community and the support offered to one another.

Our board is undergoing our own "New Year, New You" transformation, starting with adding our new Professional Development Coordinator, Jeffrey Neuhouser! Jeffrey joins us with years of experience arranging professional development opportunities and a desire to make an impact with CDPI. You can learn more about them in this newsletter. Keep an eye out for communication from them as they learn more about our members and launch initiatives to meet those interests.

Continuing this trend, we are seeking new board members! We are currently accepting applications for President-Elect and Treasurer positions. Applications are due March 26 with these new board members starting their roles on July 1. If you have questions about board expectations and activities, please reach out! I am happy to share my experiences with you.

I look forward to seeing what we can accomplish in this “new year.” As always, thank you for being part of our community!

Best regards,  
Kristine Schuster  
[president@cdpi.org](mailto:president@cdpi.org)

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## Call for Award Nominations

The CDPI Board of Directors is excited to recognize the accomplishments and dedication of our members through the CDPI Awards and Recognition Program. The awards recognize members of CDPI for outstanding and innovative research, programs, or initiatives that contribute to the profession; for distinguished mentorship; and for exemplary performance from a new career development professional.

**Nominations must be submitted [here](#)  
on the CDPI website by Friday, April 9th.**

The Awards and Recognition Committee will then review nominations and make selections in all award categories. Nominators and award recipients will be notified of the selection decisions.

The recipients' awards will be mailed to them and we will celebrate them virtually during the May 2021 CDPI Conference.

Please contact Molly Burkhardt, CDPI Secretary and Awards Committee Chair at [secretary@cdpi.org](mailto:secretary@cdpi.org)

or (812) 855-4196 with any questions or concerns.

**We look forward to reviewing your nominations!**



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## Meet our Newest Board Member: Jeffrey Neuhouser



Jeffry (they, them, their) is currently a Doctoral Assistant for the Department of Educational Leadership at Ball State University, where they are working on an EdD and researching career education, professional identity development, and career development curriculum. Before deciding to work on their doctorate full-time, Jeffry served at Earlham College for almost 5 years as a career coach and Assistant Director of Career Education (during which Jeffry has been active in CDPI), specializing in developing career education curriculum and integrating a career everywhere model through partnerships with faculty.

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## Apply for the CDPI Board of Directors!

Are you, or do you know, a dedicated and passionate career development professional who would be a great fit for the CDPI Board of Directors? Are you willing to offer your time and energy for a great professional development opportunity?

The Career Development Professionals of Indiana (CDPI) board is a volunteer, non-profit, working and governing body whose purpose is to implement the mission and goals of CDPI. Terms begin July 1, 2021. You can review positions of each board position at:

<http://cdpi.org/Board-Positions>

We are currently seeking applications for the roles of:

**President-Elect (1 year term)  
Treasurer (2 year term)**

APPLY HERE: [Board Application Form](#)

**DEADLINE: March 26, 2021**

Please direct questions about the board to Andrea White, Chair of the Board Application Committee, at [pastpresident@cdpi.org](mailto:pastpresident@cdpi.org).

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## **Upcoming Event!**

### **Diversity, Equity and Inclusion in Practice**

*A discussion among career development and employer professionals.*

Join us to hear from a panel of career development and employer professionals sharing their commitment to diversity, equity and inclusion. This event will also provide the opportunity for attendees to discuss best practices and initiatives that support the needs of a diverse workforce.

#### **Featured Panelists:**

**[Dr. Diana Jackson-Davis](#)**

**Director of Diversity & Inclusion  
Parkview Health; Fort Wayne, IN**

**[Larry Markle](#)**

**Director of the Gregory S. Fehribach Center  
Eskenazi Health; Indianapolis, IN**

**[Cathy Weatherspoon](#)**

**Executive Director  
Thriving Grant County; Marion, IN**

**[Shelly Snider](#)**

**Assistant Director of Career Services,  
Purdue School of Engineering & Technology IUPUI  
Indianapolis, IN**

**When:** Friday, April 16 from 1:00-2:30pm

**Register [Here](#)** to receive event Zoom link

Contact Andrea White at [past-president@cdpi.org](mailto:past-president@cdpi.org) for questions

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# *A Day in the Life.*

## **We Want to Know You!**

CDPI would like to showcase our amazing members, and experience a day in your life! You may just be featured on our next newsletter and social media platforms.

Consider completing the form below for you, or another CDPI member!

**[Member Feature](#)**

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## **Let's Get Social!**

CDPI wants to stay connected with you! Find us on Facebook, Twitter or LinkedIn. We are periodically sharing content, job opportunities, membership updates, upcoming events and more!

Plus, this is a good way to stay connected with other members. Ask questions, share ideas, learn about best practices, share program content, etc.

[@cdpindiana](#)



[@cpdindiana](#)



[Career Development](#)



[Professionals of Indiana](#)

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## ***Featured Presentation***

### **"Helping Veterans Translate their Military Skills and Experience into Civilian Opportunities"**

Assisting military veterans, current Reserve, and National Guard members with their resumes may seem daunting if you are not familiar with military titles, jobs or specialties, training and education. Fortunately, there are some free and great tools and resources to help both you and the veteran successfully translate their military service into marketable civilian skills, attributes, and experience. One of the first things I recommend is to have the military member obtain a copy of their Joint Services Transcript (JST) which is available for free, and in most cases electronically, at <https://jst.doded.mil/jst/>. A JST can be accessed for Army, Coast Guard, Marine Corps, and Navy: Active Duty, Reserve, and Veterans. Air Force veterans can receive transcripts of their military education and training via the Community College of the Air Force <https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/>.

The JST or Air Force Community College Transcript not only allows the student to get the college credit they deserve for their service—as it is an academically accepted document approved by the American Council on Education (ACE) to validate a service members military occupational experience and training—it is also a great tool to utilize and reference when building a resume. The veteran might already have a lot of quality content for their resume and the JST may not be needed as much to help articulate their knowledge, skills, and abilities for a civilian audience. However, the JST or Air Force Transcript can also help the veteran in preparing for interviews, especially if they have recently left military service or are still serving in the Reserve or National Guard.

Another great tool in helping a military member create their resume is the Veterans section on O\*Net Online at <https://www.mynextmove.org/vets/>. At *My Next Move*, veterans can enter the code for their military occupation or specialty under the “Find Careers Like Your Military Job” section and receive civilian career field matches most closely aligned to their military training and experience. Further, veterans and non-veterans can find a link to take a free and quick Interest Profiler Assessment which can match them to careers that best match their personality traits and interests <https://www.mynextmove.org/explore/ip>.

Although I am a U.S. Army veteran and familiar with a lot of military jargon, including ranks and structure, there are differences in each of the service branches. When assisting veterans, I always ask them to explain what they did in the service. This not only helps me understand better their training, experience, and responsibilities, it also allows them to vocalize and expound on what they did while in the service. If I am hearing terms and phrases I don't understand, or only understand because of my service, then it is a great opportunity to help them articulate what they did in the service not only for their resume, but for when they are interviewing.

There are thousands of different occupational specialties across the military that cover a diverse range of skillsets. While some service members work in occupations specific to the military, many service members work in occupations that also exist in the civilian workplace, such as human resources, administration, maintenance, information technology, logistics, and healthcare.

Often at a very young age, military members are responsible and accountable for personnel and equipment. For example, a supply specialist or sergeant (logistics) might be responsible for millions of dollars of equipment. It is important to help them identify those responsibilities and translate them into quantifiable examples that will gain the attention of civilian hiring managers. An additional example is military medics: although they have different job titles in the branches, medics are typically trained to the level of a civilian EMT, but they may also receive

training in advanced medical skills, such as chest tube insertion and other trauma.

Once again, it is important to ask the veteran what exactly they did while they served. If they want to stay in a similar civilian career field you can use O\*Net Online to review similar civilian occupations to evaluate not only where they align in knowledge, skills, and abilities, but to also assess at what level they are qualified. If they served in the military for one term, likely 3-4 years, they might have skills to qualify at a junior level position in their civilian equivalent field. Military members who served more time on active duty or served enough years to retire from the military will likely have experience and education to qualify them for many mid-to-senior-level civilian positions. This *Job Titles: Military to Civilian* quick reference sheet and Military Thesaurus is a great resource to have <https://cdn.uconnectlabs.com/wp-content/uploads/sites/32/2017/02/Military-to-Civilian-Translations-2.pdf>.

The previously linked resources are just a few of the many free resources that are available to help veterans enter the civilian workforce. For a more comprehensive guide to assisting veterans as a career development professional, you can download this free handbook from RecruitMilitary.com at <https://www.recruitmilitary.com/employers/resource/172-understanding-military-skillsets-and-how-they-apply-to-business>.

**Becky Matanic**

**Ivy Tech Community College Career Coach (South Bend / Elkhart)**

**Former Disabled Veteran Outreach Program (DVOP) Specialist, Indiana  
Department of Workforce Development**

**U.S. Army Veteran**

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## CDPI 2020-2021 Content Sharing

Don't forget that the CDPI Board of Directors is looking to feature content from members in our newsletter. We would truly appreciate you taking the time to share something exciting that is happening with your organizations and institutions, highlight a fellow colleague and member for their great work, or submit an article about research or presentation material that would benefit membership!

Please complete the form below to have your content published in the next newsletter.

Thank you for sharing and for your membership with CDPI!

[\*Fill Out Form\*](#)

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