



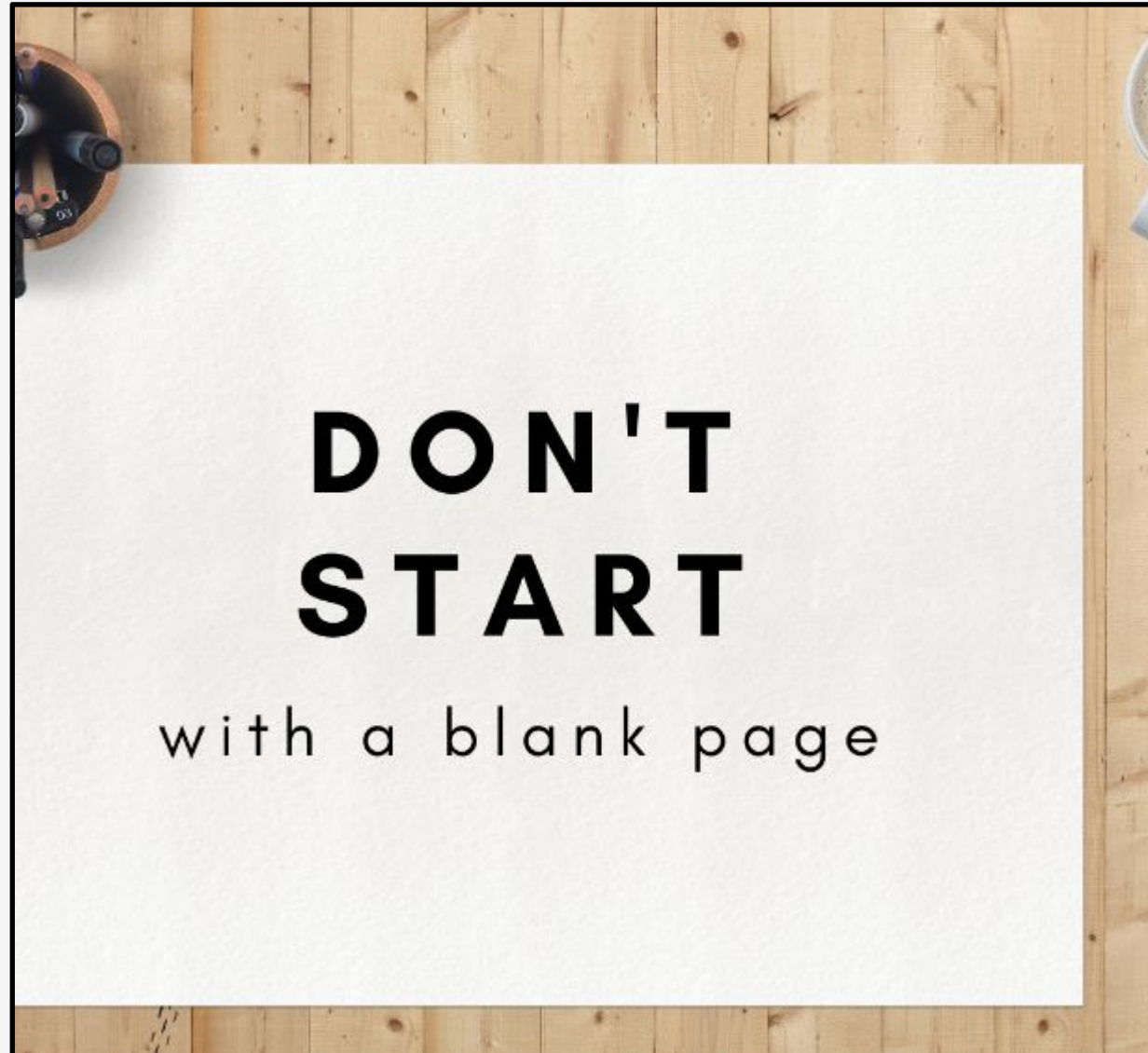
Software that Powers the Veteran Career Advancement Ecosystem

The Purepost Platform Higher Purpose

Purepost Empowers Active Duty Service Members and Veterans to Project their Human Capital Value to Employers by enabling them to:

1. Create Their Dynamic Professional Profile
2. Discover Their Interpersonal, Conceptual & Technical Transferable Skills
3. Build Their Professional Resume
4. Strengthen Their Ability to Understand and Articulate Their Value in Civilian Terms

Overcoming the Blank Page Syndrome



Logging Into The Purepost Website: www.purepost.co



Veteran Sign Up

Veteran Log In

Network Partners Log In

Go Beyond Your Occupation Code

Translate every position from your military career into job titles, duties and skills that are in demand by civilian employers and recruiters.

Veterans and Active Duty

SIGN UP

LOG IN

Network Partners - Learn More and Request to Join

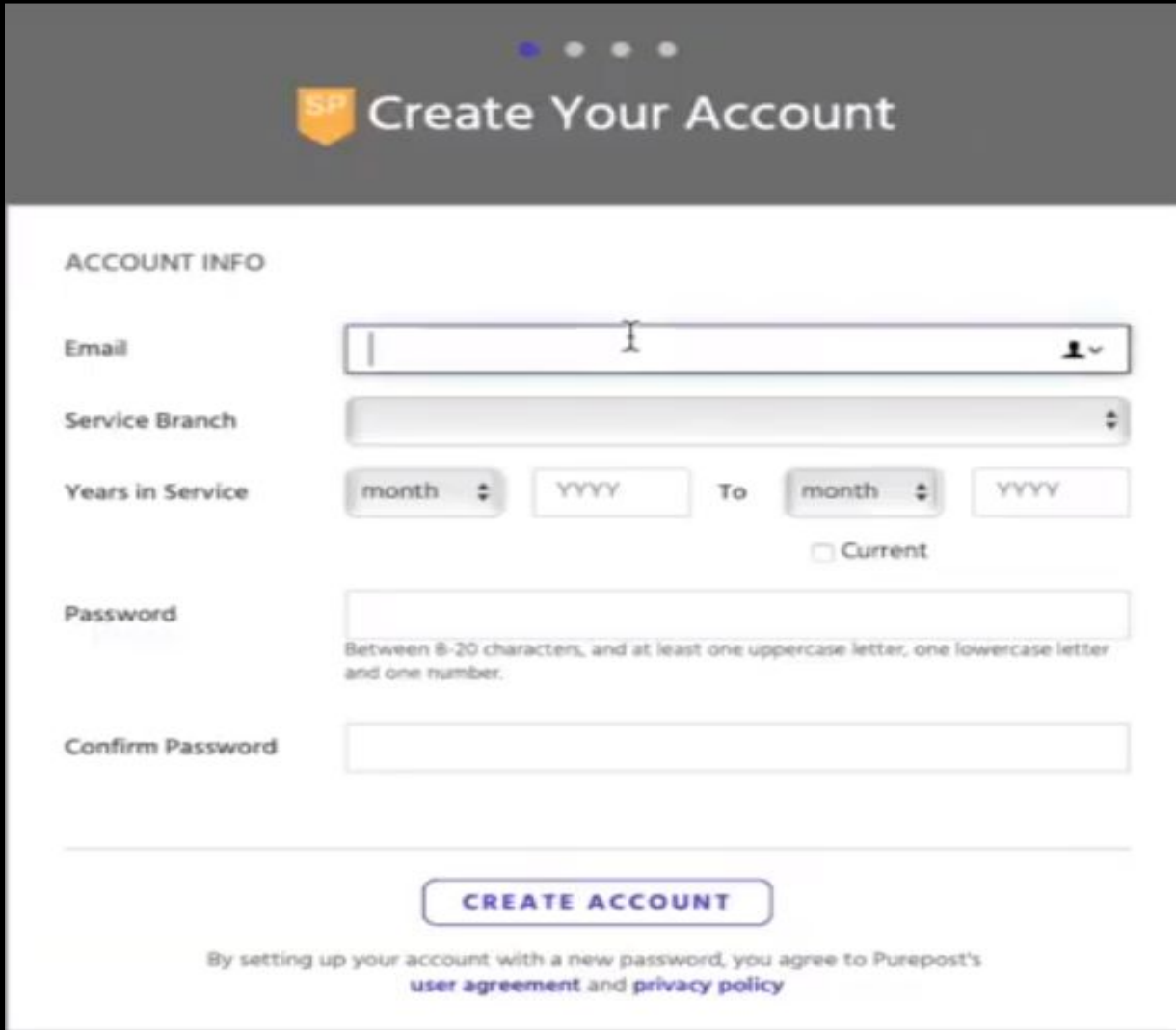
EMPLOYERS

EDUCATION ORGS

SERVICE ORGS

LOG IN

Creating Your Purepost Account



The screenshot shows a web browser window with a dark grey header. In the center of the header is the Purepost logo (an orange shield with 'SP' in white) followed by the text 'Create Your Account' in white. Below the header, the form is titled 'ACCOUNT INFO' in a light grey font. The form contains several input fields: an 'Email' field with a cursor and a user icon; a 'Service Branch' dropdown menu; a 'Years in Service' section with two date pickers (each showing 'month' and 'YYYY') separated by 'To', and an unchecked 'Current' checkbox; a 'Password' field with a strength indicator and a note: 'Between 8-20 characters, and at least one uppercase letter, one lowercase letter and one number.'; and a 'Confirm Password' field. At the bottom of the form is a blue 'CREATE ACCOUNT' button. Below the button is a line of text: 'By setting up your account with a new password, you agree to Purepost's [user agreement](#) and [privacy policy](#)'.

ACCOUNT INFO

Email

Service Branch

Years in Service To

☐ Current

Password
Between 8-20 characters, and at least one uppercase letter, one lowercase letter and one number.

Confirm Password

[CREATE ACCOUNT](#)

By setting up your account with a new password, you agree to Purepost's [user agreement](#) and [privacy policy](#)

Confirming Your Email



Confirming Your Email



Confirm Your Email

Please [click here](#) to confirm your email address with Purepost.
Or copy and paste the link below into your browser.

https://www.purepost.co//users/confirmation?confirmation_token=hwLyresYWZrpXnifiLFL&instructions=true

Thanks,
Anthony Garcia
Co-Founder & CEO
Purepost, Inc.

You are receiving this email because you signed up with **Purepost**.
By using the site you are agreeing to our **User Agreement** and **Privacy Policy**.
© 2018 Purepost, Inc. All rights reserved. 430 40th St. Oakland, CA 94609

Selecting Your Recent Military Jobs

Select Your Recent Military Jobs

✓ Email confirmed!

Next Step: Enter up to 3 of your recent military positions.

anthony@purepost.co
Years in Service: 1999 May - 2007 May

SELECT MOST RECENT OR CURRENT POSITION

Service Branch

Army

Designation

☐ Enlisted ☐ Officer ☐ Warrant Officer

Occupation Code



NEXT


Completing Entry of Your Last Three Jobs

Select Your Recent Military Jobs



anthony@purepost.co
Years in Service: 1999 May - 2007 May


SCHOOLHOUSE INSTRUCTOR CAPTAIN

 February 2006 - May 2007 | Fort Sam Houston, TX | Active Duty 






PLATOON LEADER CAPTAIN


 October 2003 - February 2006 | Fort Lewis, WA/Balad Iraq | Active Duty 



SECTION LEADER CAPTAIN

 May 2003 - October 2003 | Fort Lewis, WA/Balad Iraq | Active Duty 



 Recent Military Jobs Complete!

NEXT...

Entering Your Profile Photo

Enter Your Profile Info

Last Step: Add a profile picture and your contact information.

anthony@purepost.co
Years in Service: 1999 May - 2007 May

PROFILE INFO

Profile Photo

Name

First

M.I.

Last

Suffix

Current Location

Phone

XXX-XXX-XXXX

NEXT...


Entering Your Profile Information

Enter Your Profile Info

Last Step: Add a profile picture and your contact information.

anthony@purepost.co
Years in Service: 1999 May - 2007 May

PROFILE INFO



Name

First

M.I.

Last

Suffix

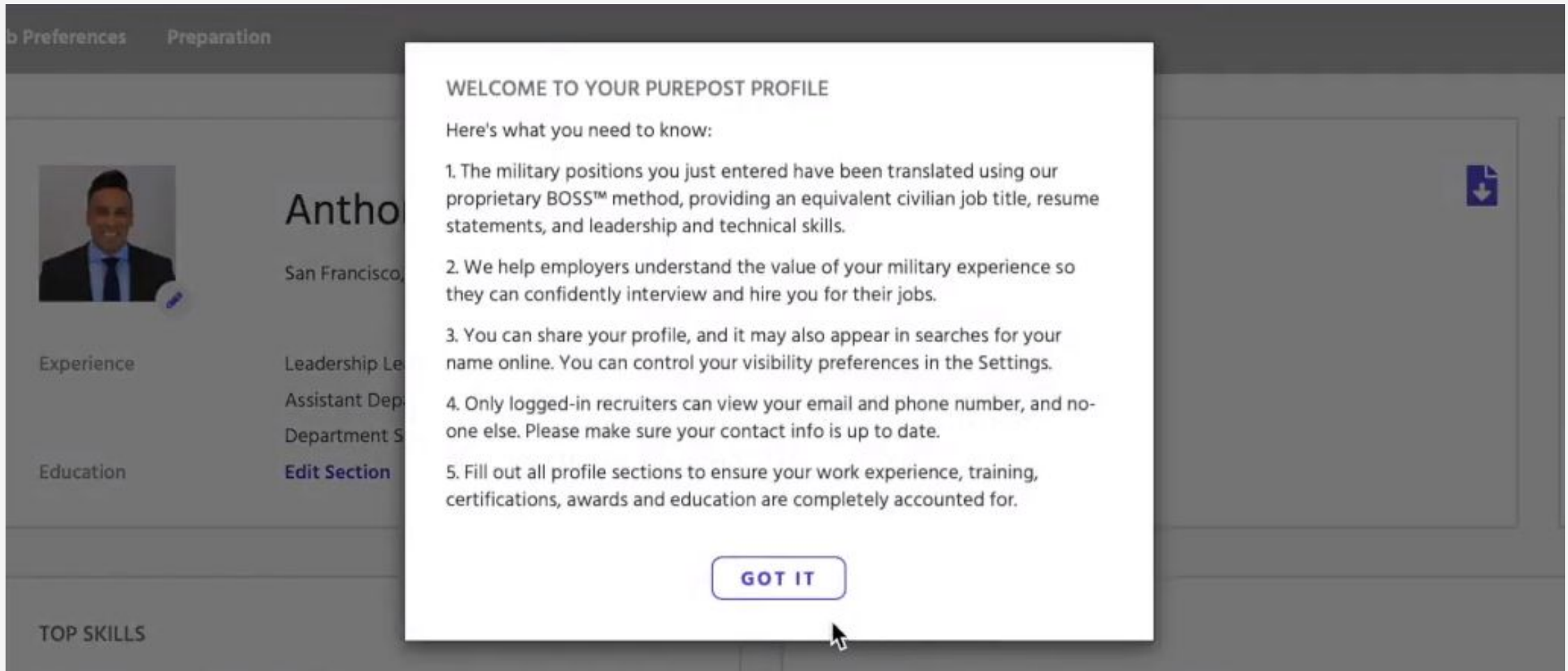
Current Location

Phone

XXX-XXX-XXXX

NEXT...

Getting a First of Glimpse of Your Profile



The screenshot shows a user's profile page on the Purepost platform. A modal window is centered on the screen, displaying a welcome message and a list of five key features. The background profile page is partially visible, showing the user's name 'Anthony', location 'San Francisco', and sections for 'Experience' and 'Education'. The modal has a 'GOT IT' button at the bottom.

WELCOME TO YOUR PUREPOST PROFILE

Here's what you need to know:

1. The military positions you just entered have been translated using our proprietary BOSS™ method, providing an equivalent civilian job title, resume statements, and leadership and technical skills.
2. We help employers understand the value of your military experience so they can confidently interview and hire you for their jobs.
3. You can share your profile, and it may also appear in searches for your name online. You can control your visibility preferences in the Settings.
4. Only logged-in recruiters can view your email and phone number, and no one else. Please make sure your contact info is up to date.
5. Fill out all profile sections to ensure your work experience, training, certifications, awards and education are completely accounted for.

GOT IT

Navigating Your Purepost Profile

PUREPOST SITE ORIENTATION

Click the button at the bottom to close this Orientation

Top Navigation

Home

This is the main page you'll see when logging in to Purepost. A progress bar and check list will guide you to completing your profile

My Profile

View your profile the way recruiters and others will see it online. Click the edit icons in each section, or navigation links on the left, to update and add to your military experience, resume statements, civilian jobs, skills, awards, education and certifications.

Job Preferences

Tell us about your capabilities and what you want from your next job.

Preparation

Tips, tactics and best practices from the Purepost Blog to help you ace your interviews and land your next job.

Left Navigation: Profile Sections

Click on any section to add, edit or delete content in your profile.

Your Purepost Profile

Export and Share

Click the icons at the top of your profile to download  your profile as a resume, or share  your profile's web link with others.

Skills Identification and Scoring

Purepost has identified the skills you've obtained through military training, duties, and on-the-job experience.

Go to the Skills section to see several more skills we've identified, as well as the typical strength of each skill based on your military positions

Work Experience and Resume Statement Editor

Purepost translates every single position in your military experience into an equivalent civilian job title and up to a dozen resume statements for you to choose from. Every translation is developed using our proprietary BOSS™ method that focuses on what recruiters want and need, and what you can provide from your military experience.

Understanding Profile Top and Side Navigation Sections

The screenshot shows a user profile on the Purepost website. The top navigation bar includes links for Home, My Profile, Job Preferences, and Preparation. The user's name, Anthony R. Garcia, Jr., is displayed in the top right corner. The profile is divided into several sections: Profile, Experience, Education, TOP SKILLS, and WORK EXPERIENCE. The Profile section is highlighted with a blue box and a callout labeled 'Profile Left Navigation Section'. The Experience section is highlighted with a blue box and a callout labeled 'Profile Top Navigation Section'. The WORK EXPERIENCE section is highlighted with a blue box and a callout labeled 'Share Profile'. The TOP SKILLS section is highlighted with a blue box and a callout labeled 'Download Resume'. The profile also includes a 'Get Verified' button and a 'Site Orientation' link.

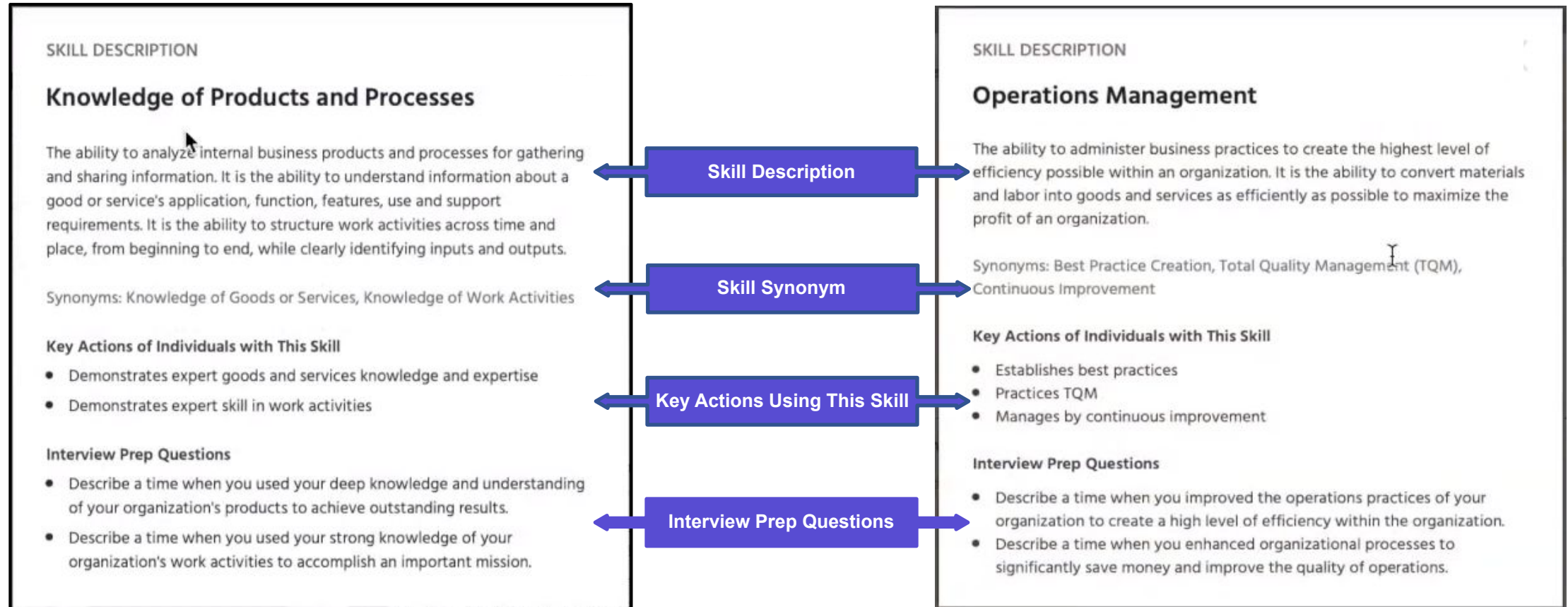
Profile Left Navigation Section

Profile Top Navigation Section

Share Profile

Download Resume

Understanding Your Purepost Skill Descriptions



Seeing Your General Description of Attributes of Military Ranks

Typical Attributes of an Army O-3, Captain

Time in Service	4 – 10 years
Similar Titles	Management experience equivalent to that of a Manager of a Department, Facility or Plant Manager
Responsibility	Directly manages a department, facility or plant, leading 60-200 employees
Education	Minimum of a Bachelor's Degree and more than likely a Masters degree
Capability	Capable of leading execution of major change initiatives and product roll out, such as leading a Department Operations Special Project Team in the initiation, planning, design, execution, monitoring, controlling and closure of a department level project. Specific experience in the areas of leadership instruction, materials management, accounting, purchasing, logistics, planning and scheduling.
Leadership	Specific formal Senior Leadership Training in teamwork and team-building, oral communication, decision making/decisiveness, training others, managing and supervising the work of others, critical thinking and project planning.

Seeing Your General Description of Attributes of Military Ranks

Typical Attributes of an Army E-7, Sergeant First Class

Time in Service	13.5 – 17 years
Similar Titles	Management experience equivalent to that of an Assistant Manager of a Department, Facility or Plant.
Responsibility	Directly manages a medium to large team of 15-45 employees. May assist or fill-in for the manager, providing interim leadership to an organization of 60-200 employees.
Education	Minimum of a High School Diploma and may have a Bachelor's Degree
Capability	Capable of managing complex business operations, with specific experience in the areas of project management, materials management, logistics, planning and scheduling.
Leadership	Specific formal Senior Leadership Training in teamwork and team-building, oral communication, decision making/decisiveness, training others, managing and supervising the work of others, critical thinking and project planning.

Seeing Your General Description of Attributes of Military Ranks

Typical Attributes of an Army E-4, Specialist/E-4

Time in Service	2.2 – 4 years
Similar Titles	Management experience equivalent to that of a Team Lead for a Sub-Team, which is part of a larger team within a Department, Facility or Plant.
Responsibility	Directly manages a sub-team, leading 3-7 employees.
Education	Minimum of a High School Diploma/GED and possibly some college.
Capability	Capable of solving complex problems, able to find ways to accomplish goals through being creative and thinking outside the box.
Leadership	Formal Basic Leadership Training in interpersonal skills, teamwork and team-building, leading, motivating and inspiring others, oral communication, decision making/decisiveness, training others, and managing and supervising the work of others.

Seeing Your Skills Profile and Top 9 Skills

Move A Skill by
Dragging Up or
Down

YOUR SKILLS PROFILE ⓘ

- The first 9 skills are displayed on your resume.
- Drag and drop desired skills into your first 9.
- Hover over or tap a skill, then click [🔗](#) to view skill description.
- Click **+ ADD A SKILL** to include other skills you've acquired.

Strength of Purepost Translated Skill →

+ ADD A SKILL

Knowledge of Products and Processes

Information Processing

Computer Competence

Teaching and Learning

Technical Writing

Product and Service Development

Business Unit Know-How

Project Management

Organization Knowledge Management

Skills displayed on your resume ↑

Operations Management

Expertise in All Assigned Work Activities

Making Sound Decisions

Adding a New Skill to Your Profile

Add A Skill
Here

YOUR SKILLS PROFILE

- The first 9 skills are displayed on your resume.
- Drag and drop desired skills into your first 9.
- Hover over or tap a skill, then click [🔗](#) to view skill description.
- Click **+ ADD A SKILL** to include other skills you've acquired.

Strength of Purepost Translated Skill

+ ADD A SKILL

Cancel **ADD**

Knowledge of Products and Processes

Information Processing

Computer Competence

Teaching and Learning

Technical Writing

Product and Service Development

Business Unit Know-How

Project Management

Operations Management

Organization Knowledge Management

Expertise in All Assigned Work Activities

Making Sound Decisions

Skills displayed on your resume

Selecting Resume Bullets From Our Default List

Fill in the ## With the Number of People You Were Responsible for Leading or Supervising

Fill in the \$\$ With Equipment or Inventory You Were Responsible for In Each Duty Position

Add Bullets from the Default List | Add Custom Bullets

These resume bullets have been developed based on the duties of your military position and how they relate to your translated civilian job title.

- ☒ Led and influenced ## subordinate team leaders to accomplish critical business tasks and achieve organization objectives.
- ☐ Served as the right-hand person to the Department Manager and supported the Manager by devising policies and strategies to ensure the completion of department goals.
- ☐ Employed a leadership operations process to visualize, describe, direct, and assess the work of ## department team members.
- ☐ Ensured that the department was always able to fully execute its mission by evaluating strengths and limitations and directing actions to improve the situation.
- ☒ Always took initiative to accomplish the mission in the absence of direction and responsible for equipment and inventory equaling \$\$.
- ☒ Effectively used strong communication and group problem-solving skills to remove obstacles and achieve team business results.
- ☐ Demonstrated sound critical reasoning skills when assessing situations, reaching conclusions, and making business decisions.
- ☒ Positioned the department to achieve the vision and mission of the organization's higher headquarters through leadership and assistance of the department manager.
- ☐ Displayed a sound understanding of the effect of external market influences on the competitive advantage of the business .
- ☐ Demonstrated a unique capacity to assess situations effectively and draw sound conclusions.
- ☐ Collaborated to keep department team leaders and team members informed of the key issues facing the organization.
- ☐ A leader role model who exhibited high standards, discipline and provided effective examples through personal actions.
- ☒ Identified, contended for, allocated and managed resources to ensure department goals and planning processes were completed.
- ☐ Engaged in 'ethical reasoning', when determining the right thing to do, even when no one was watching.

Creating a Custom Bullets and Viewing Our Writing Tips

Create A Custom
Resume Bullet
Here

Fine Tune Your
Resume Bullets
With These
Tips

SCHOOLHOUSE INSTRUCTOR CAPTAIN



Leadership Learning and Development Instructor

February 2006 - May 2007 | Fort Sam Houston, TX | Army Active Duty

- Provided employee leadership training in the areas of professional presence: 1) professional bearing, 2) fitness, 3) confidence, and 4) resilience.
- Delivered employee leadership training to enable leaders to build cohesive, disciplined teams and lead effectively in any organizational setting.
- Taught courses in performance analysis, cause analysis, complex problem-solving, decision-making, and effective communication.

[Add Bullets from the Default List](#) | [Add Custom Bullets](#)

+ Add your responsibility as a resume bullet.

Show Writing Tips ▼

Cancel

SAVE

- All resume bullets should be concise and state your responsibilities in non-military jargon.
- We recommend listing information about your leadership, technical, training experience.
- Think STAR – Situation, Task, Action, Result when you describe and discuss how you used your skills to achieve goals. This is how it works: 1) State a time when you used a skill in a situation you faced, 2) Name the key task you were responsible for in the situation or the challenges/obstacles you had to overcome, 3) Describe the action you took to accomplish the assigned task, emphasizing the skills you used and the resources involved, 4) Summarize the result and how you specifically contributed to the outcome; describe the improvements and/or benefits that were observed.

Profile Enhancing Tips and Techniques-Recap

- Hashtag, ## - Fill in with the number of people you were responsible for leading or supervising
- Dollar Sign, \$\$ - Fill in with equipment or inventory you were responsible for in each duty position
- Custom Resume Bullets and Writing Tips - Create your own resume statement using the writing tips provided
- Situation, Task, Action, Result (STAR) Statement - When you describe and discuss how you used your skills to achieve goals. The STAR four-step method helps you to provide a concise narrative that gives a fuller picture of your competencies and how you previously put them into practice.