Purepost

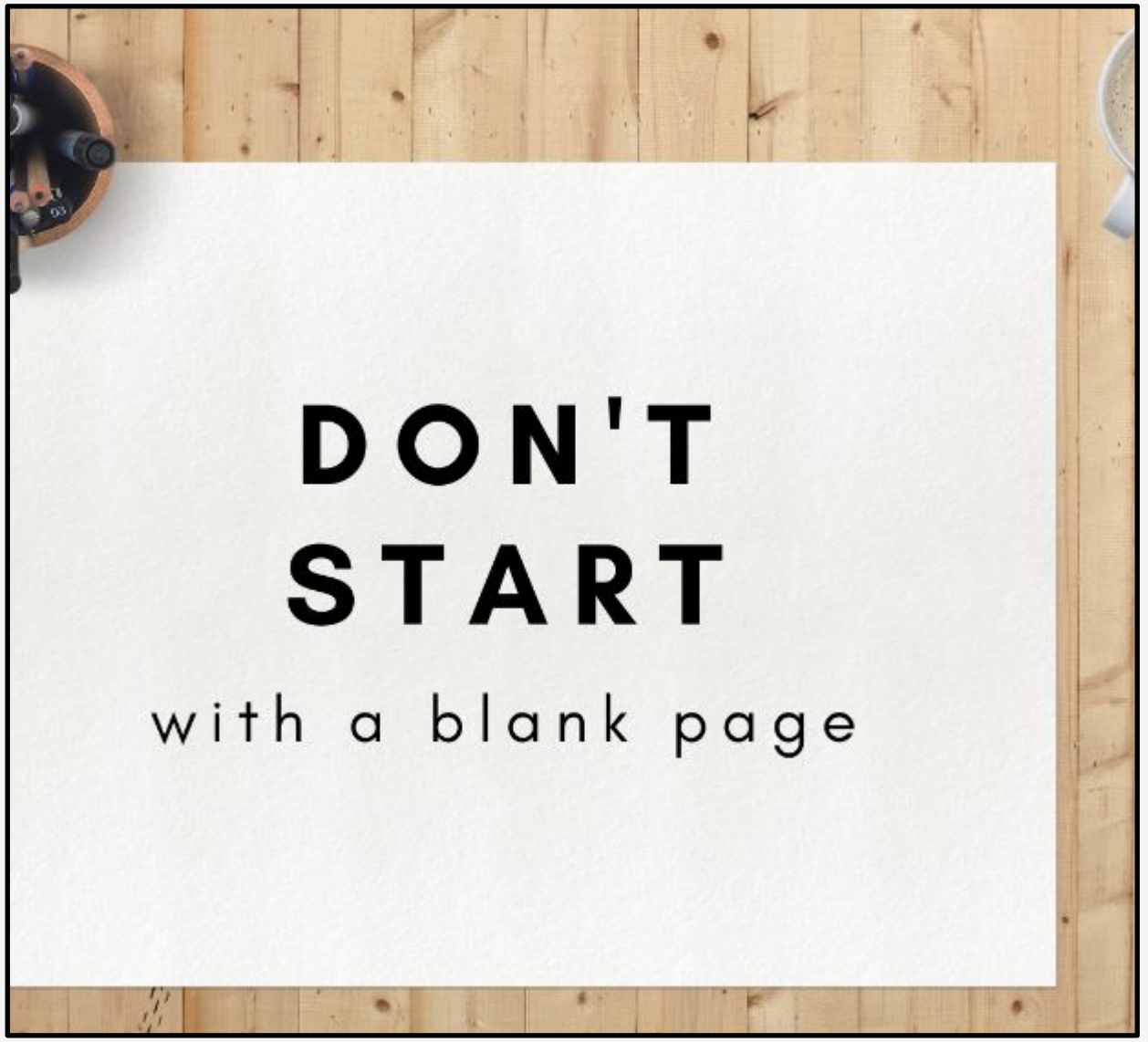
Software that Powers the Veteran Career Advancement Ecosystem

The Purepost Platform Higher Purpose

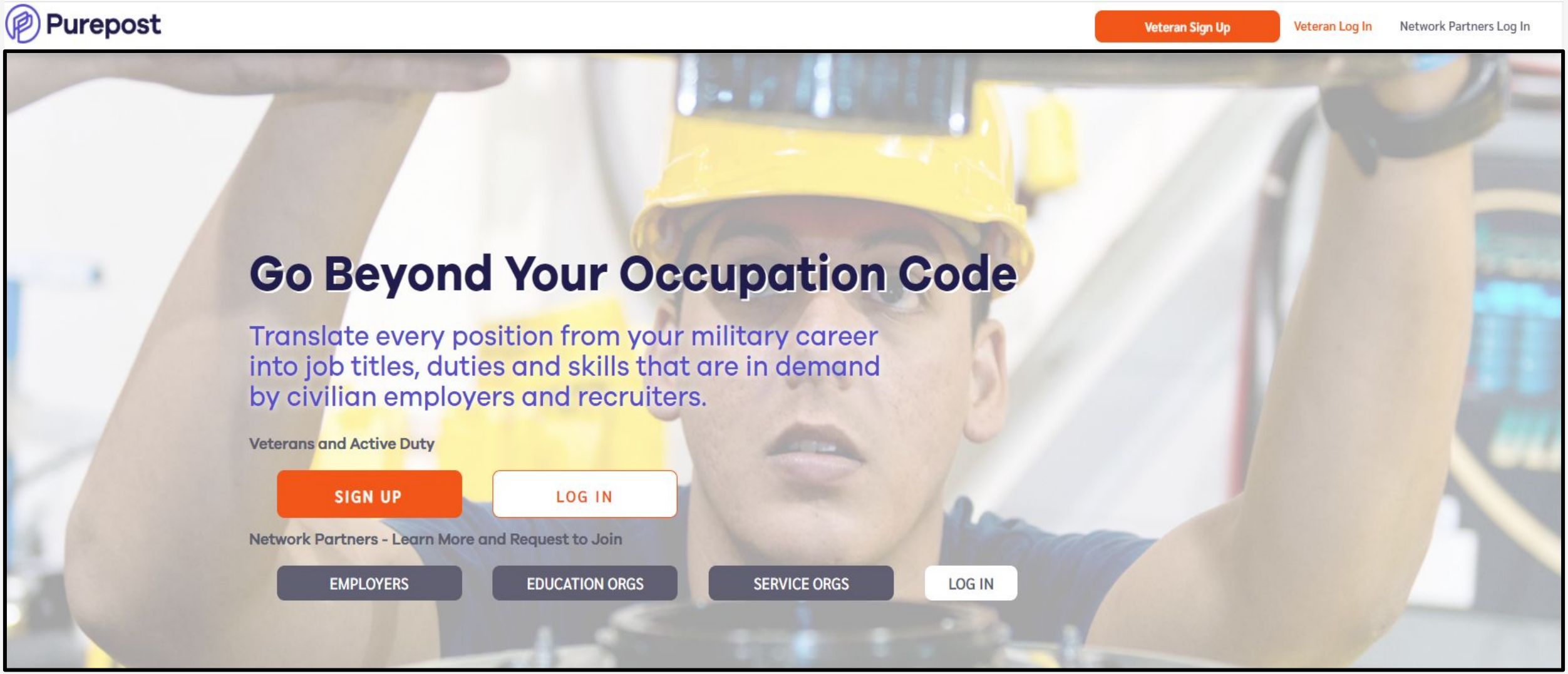
Purepost Empowers Active Duty Service Members and Veterans to Project their Human Capital Value to Employers by enabling them to:

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

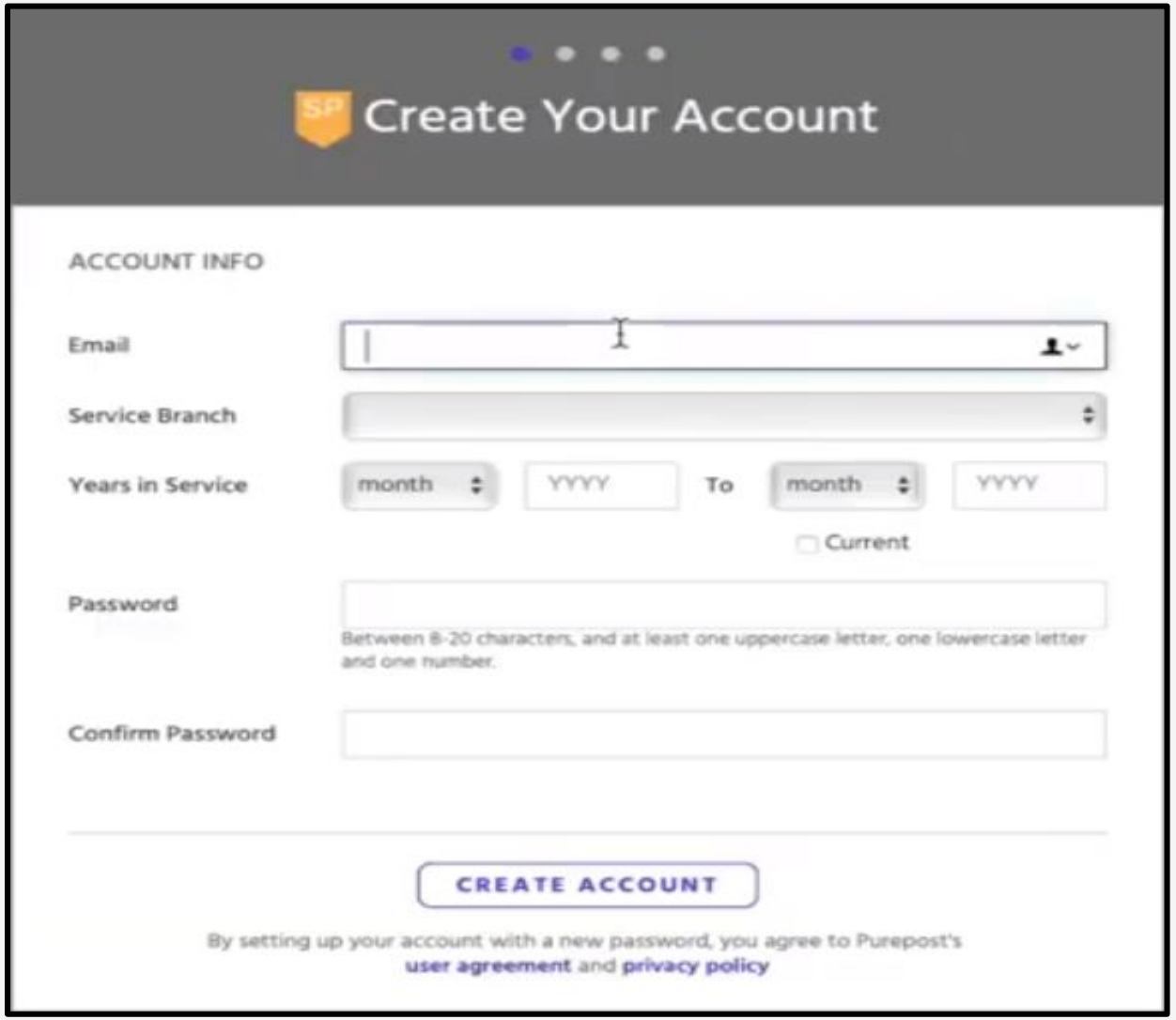
Overcoming the Blank Page Syndrome



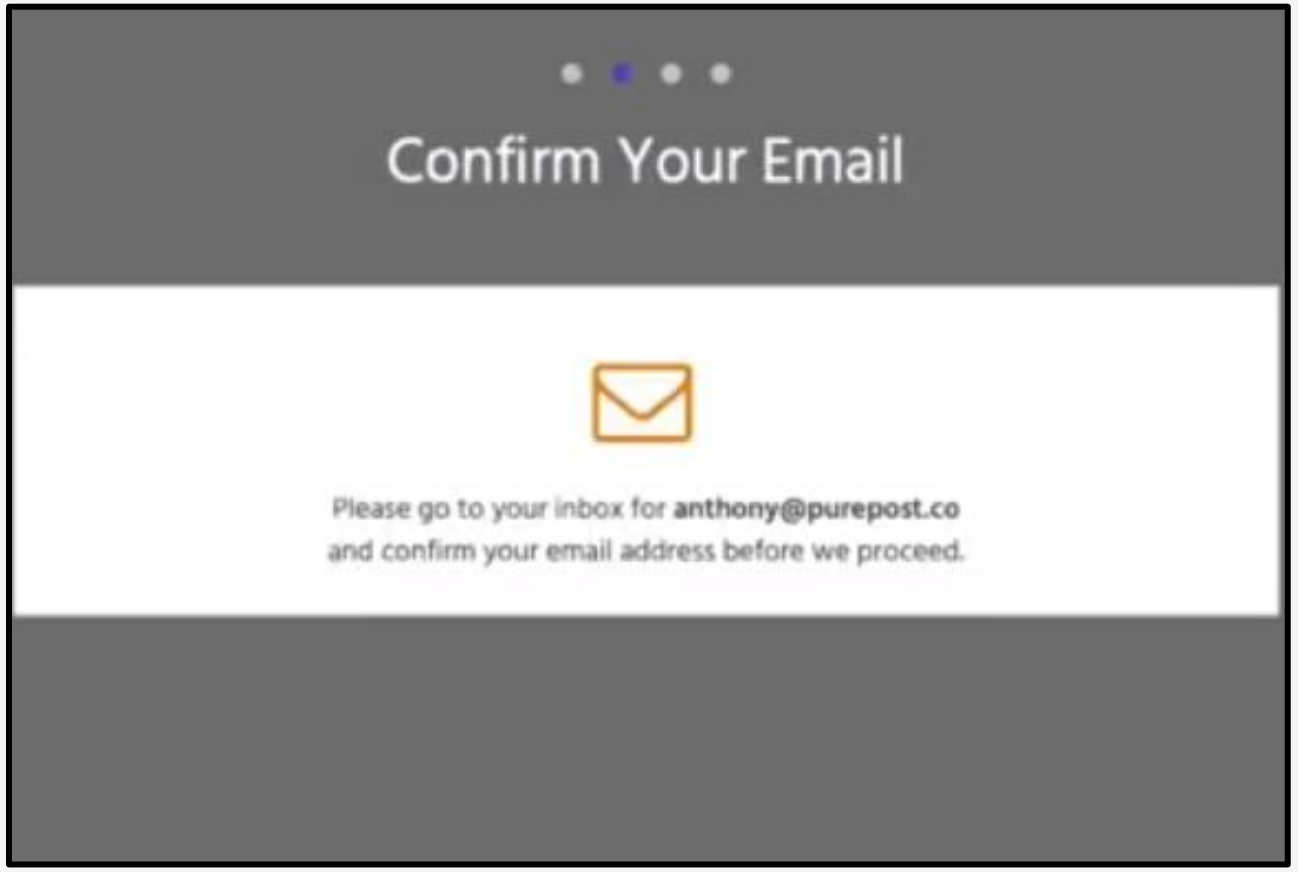
Logging Into The Purepost Website: www.purepost.co



Creating Your Purepost Account



Confirming Your Email



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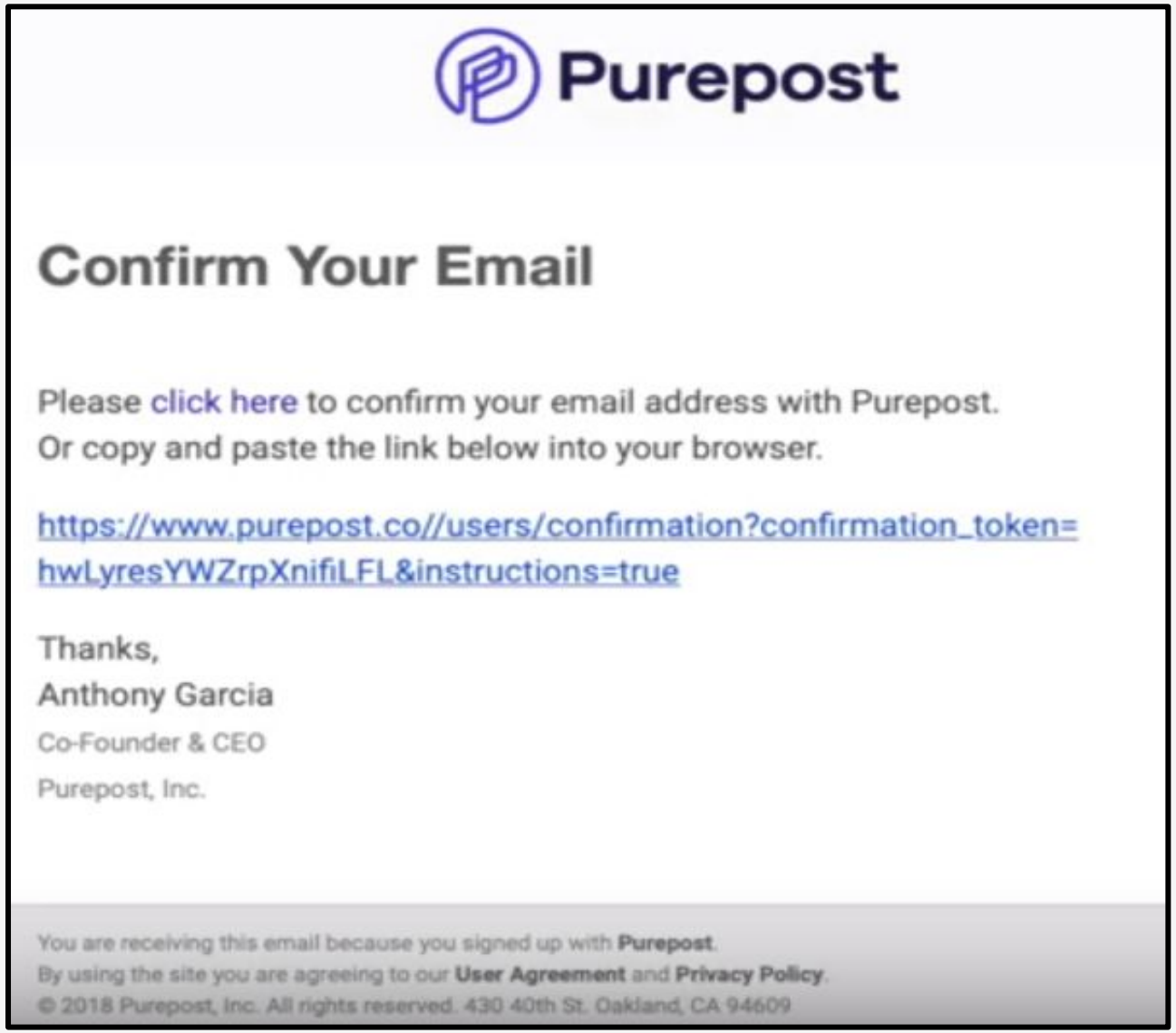
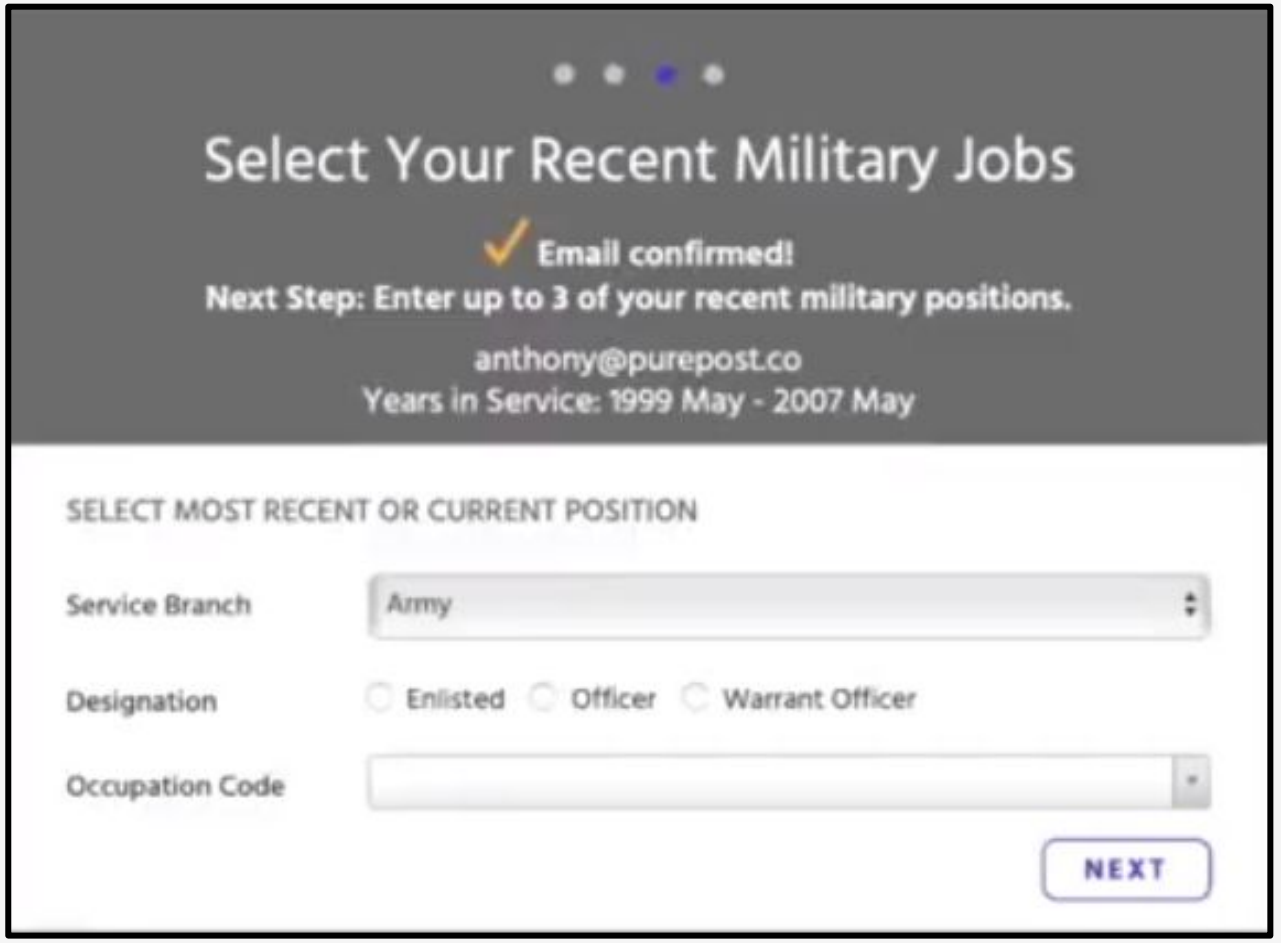
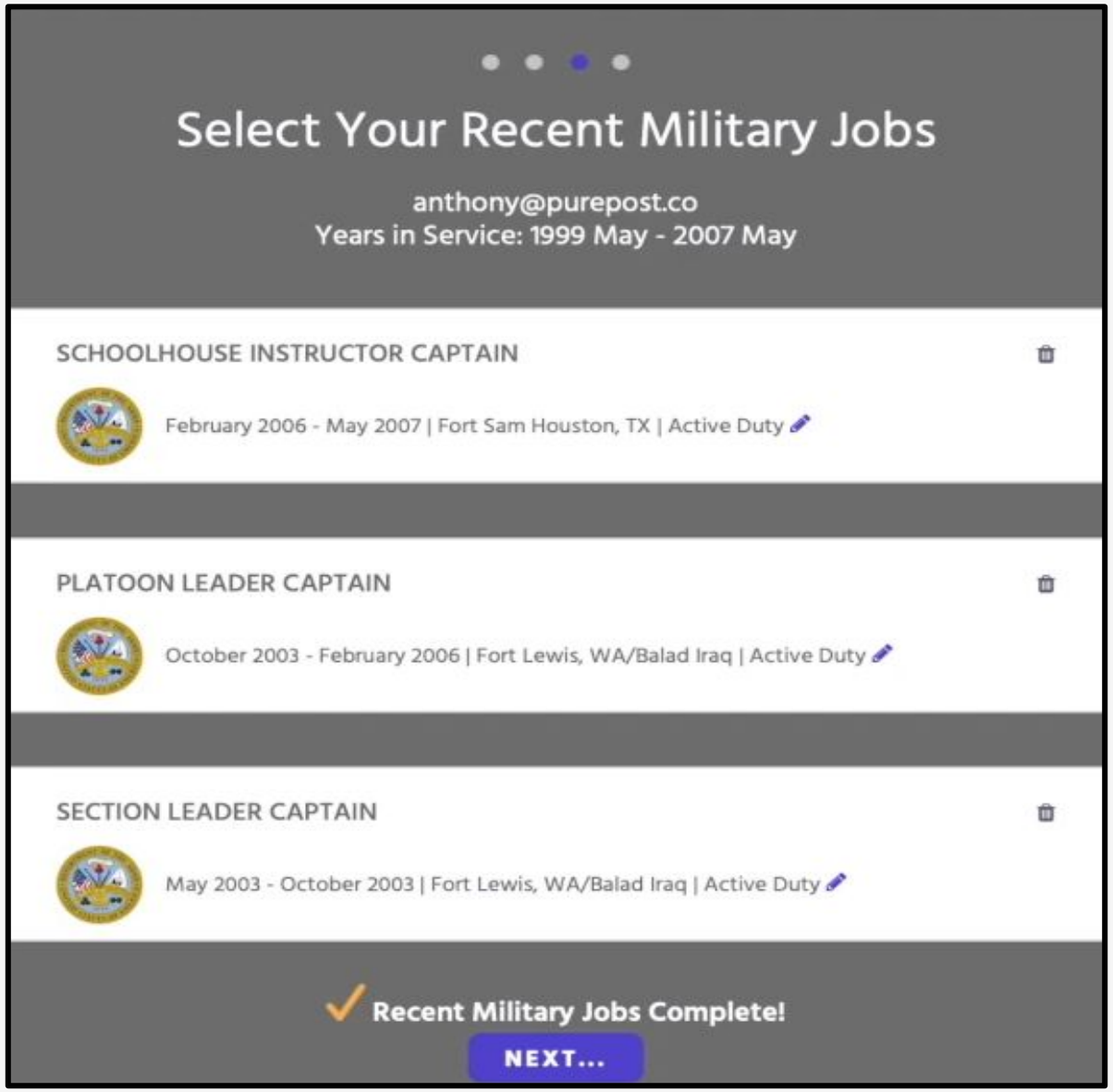


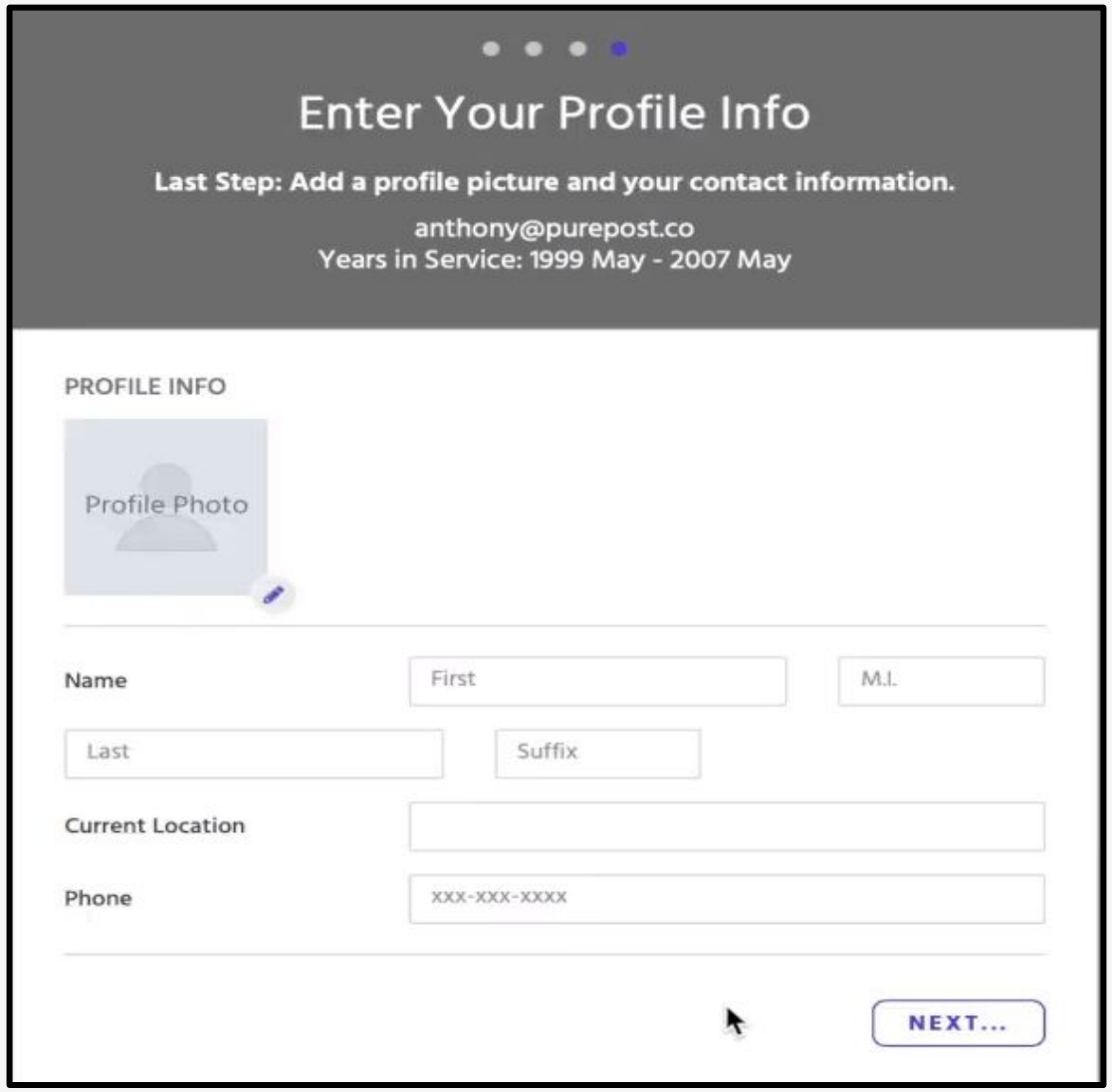
Selecting Your Recent Military Jobs



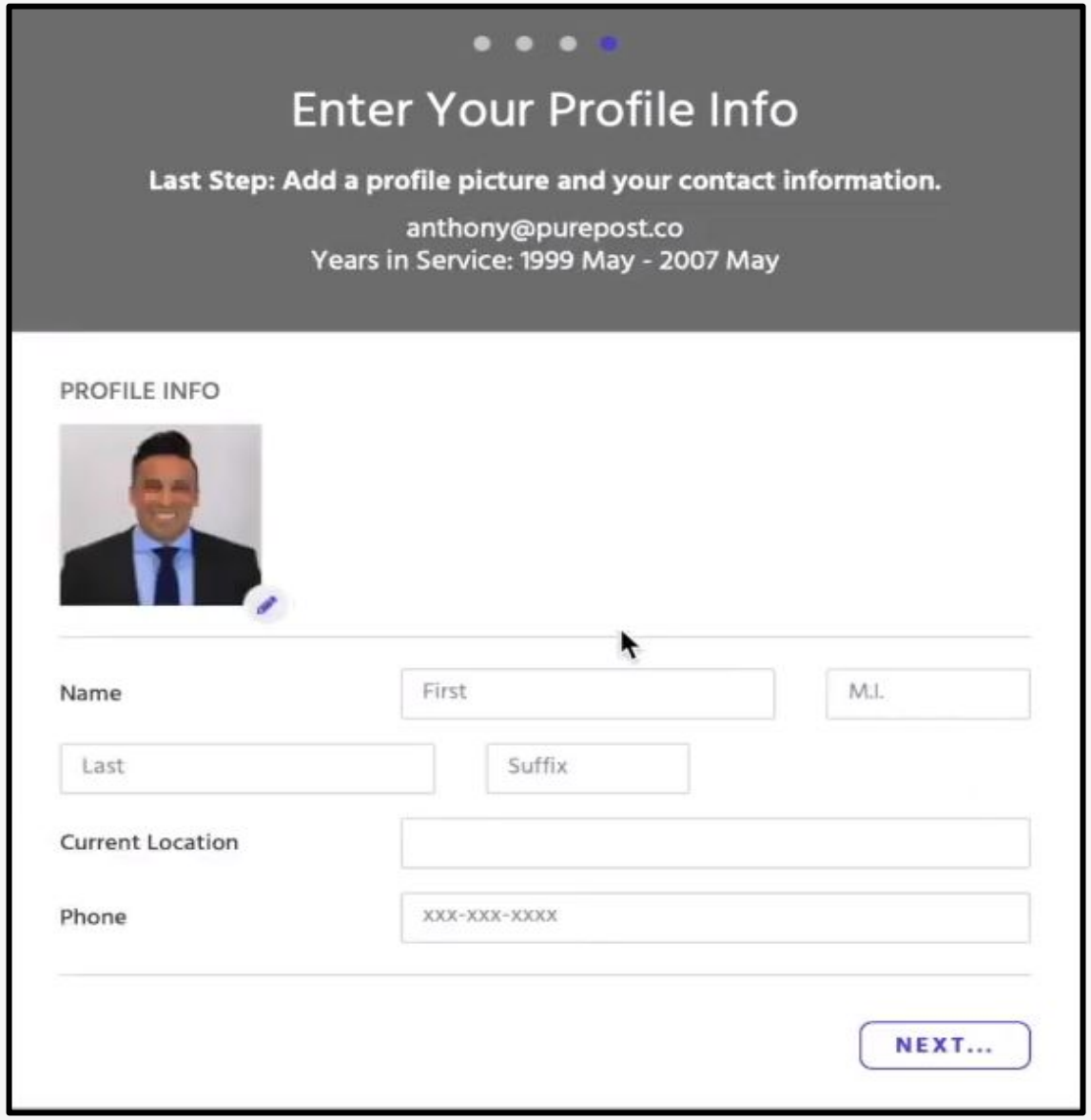
Completing Entry of Your Last Three Jobs



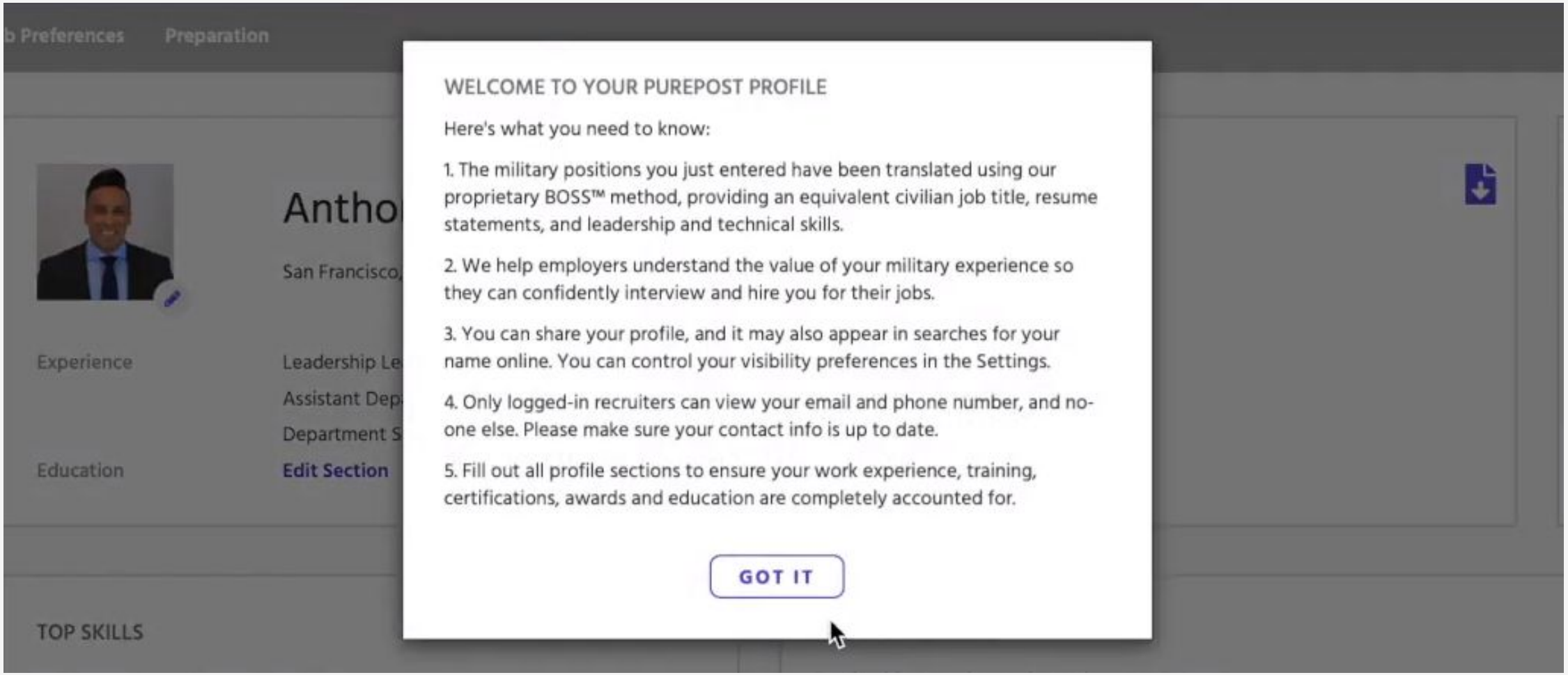
Entering Your Profile Photo



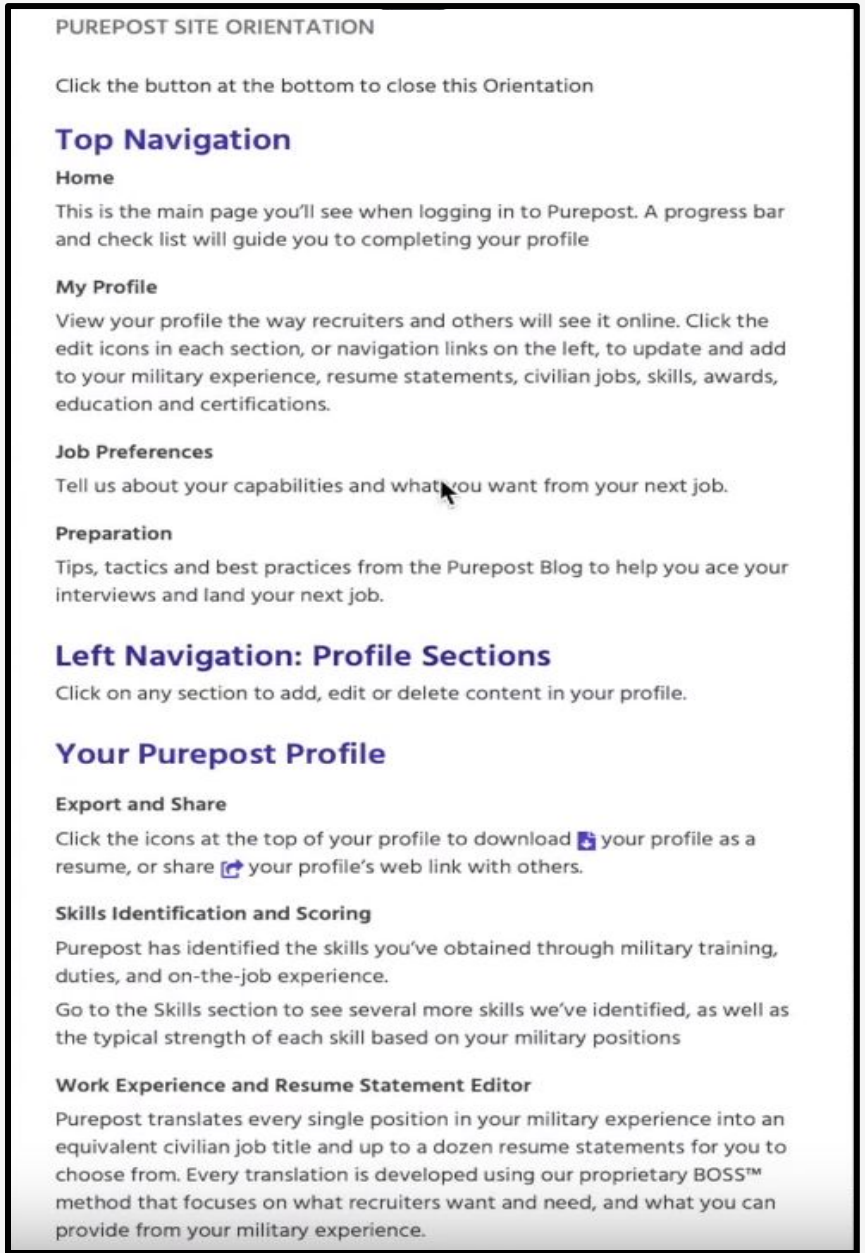
Entering Your Profile Information



Getting a First of Glimpse of Your Profile



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

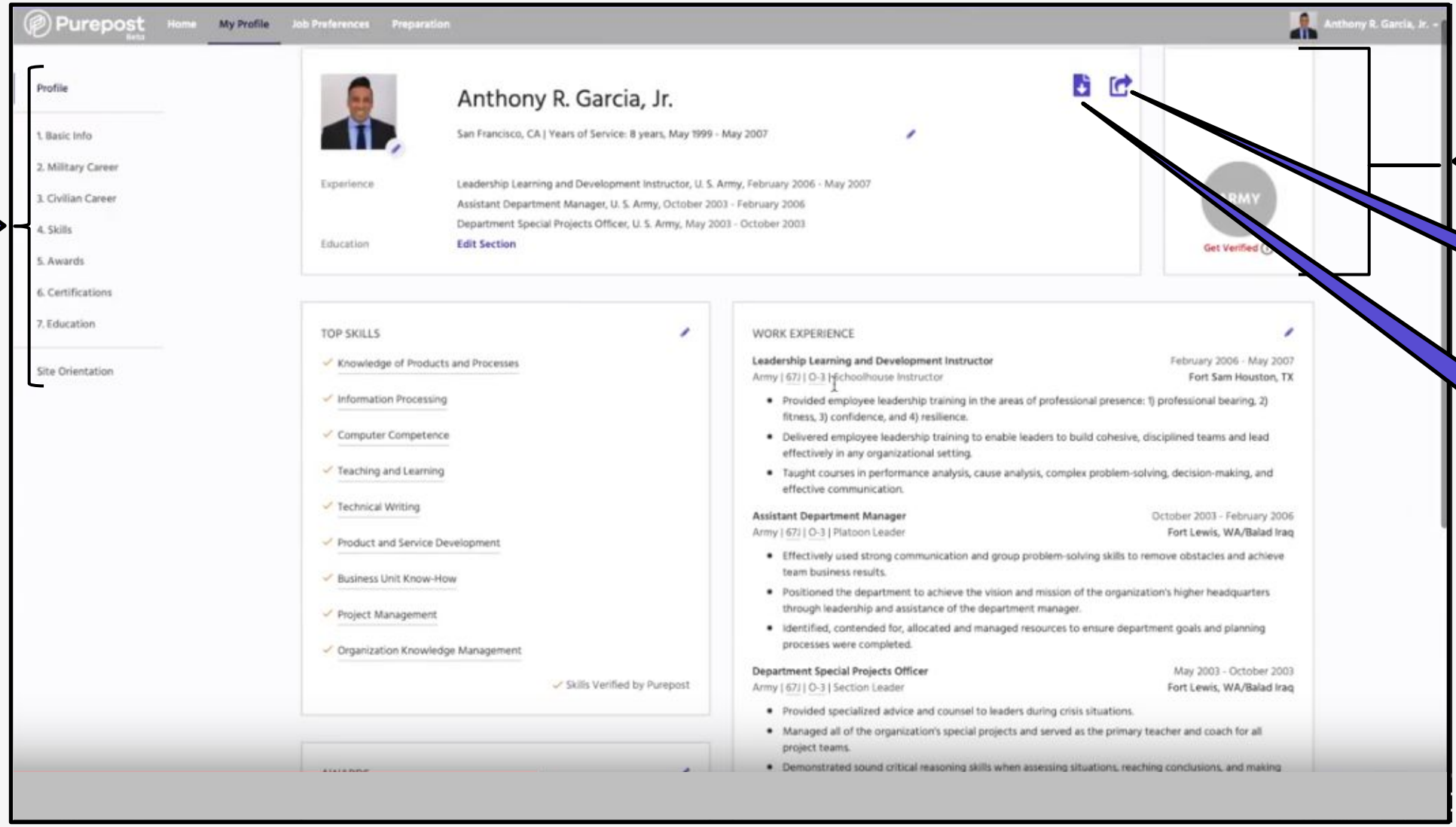
Purepost has identified the skills you've obtained through military training, duties, and on-the-job experience.

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



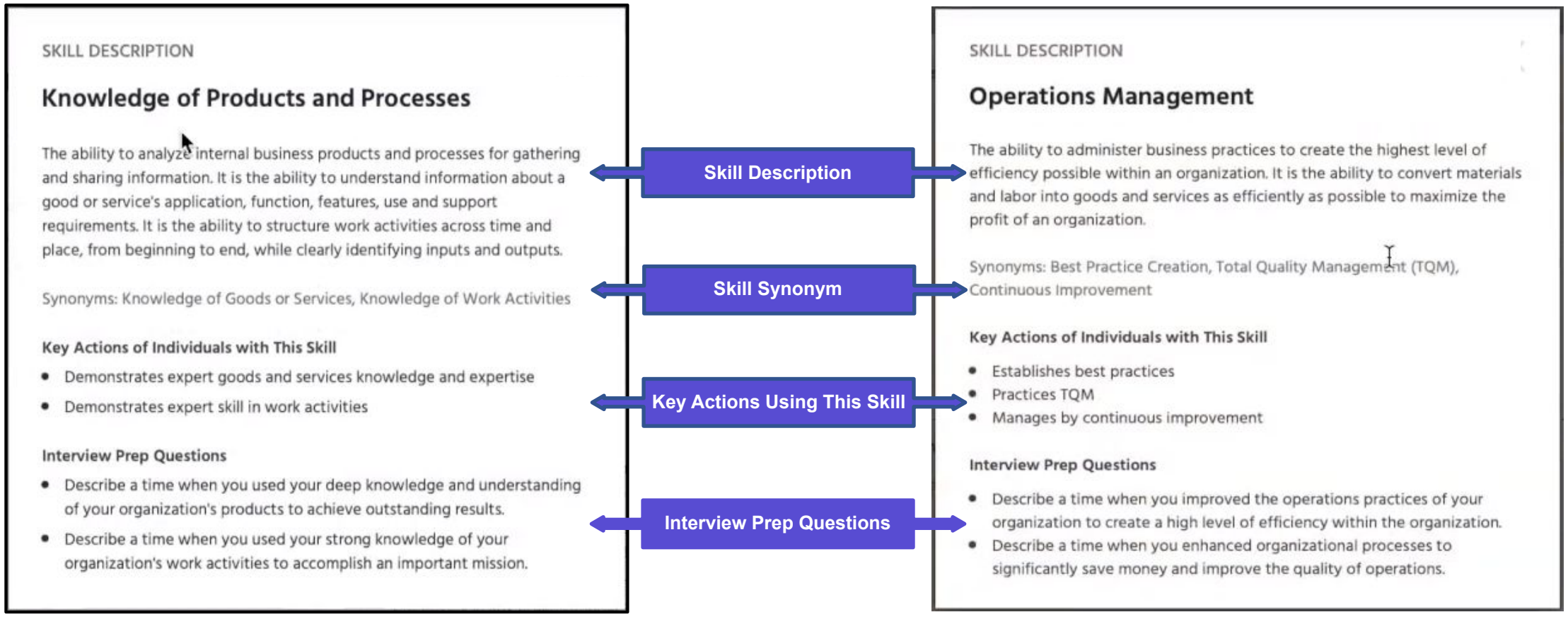
Profile Left Navigation Section

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.

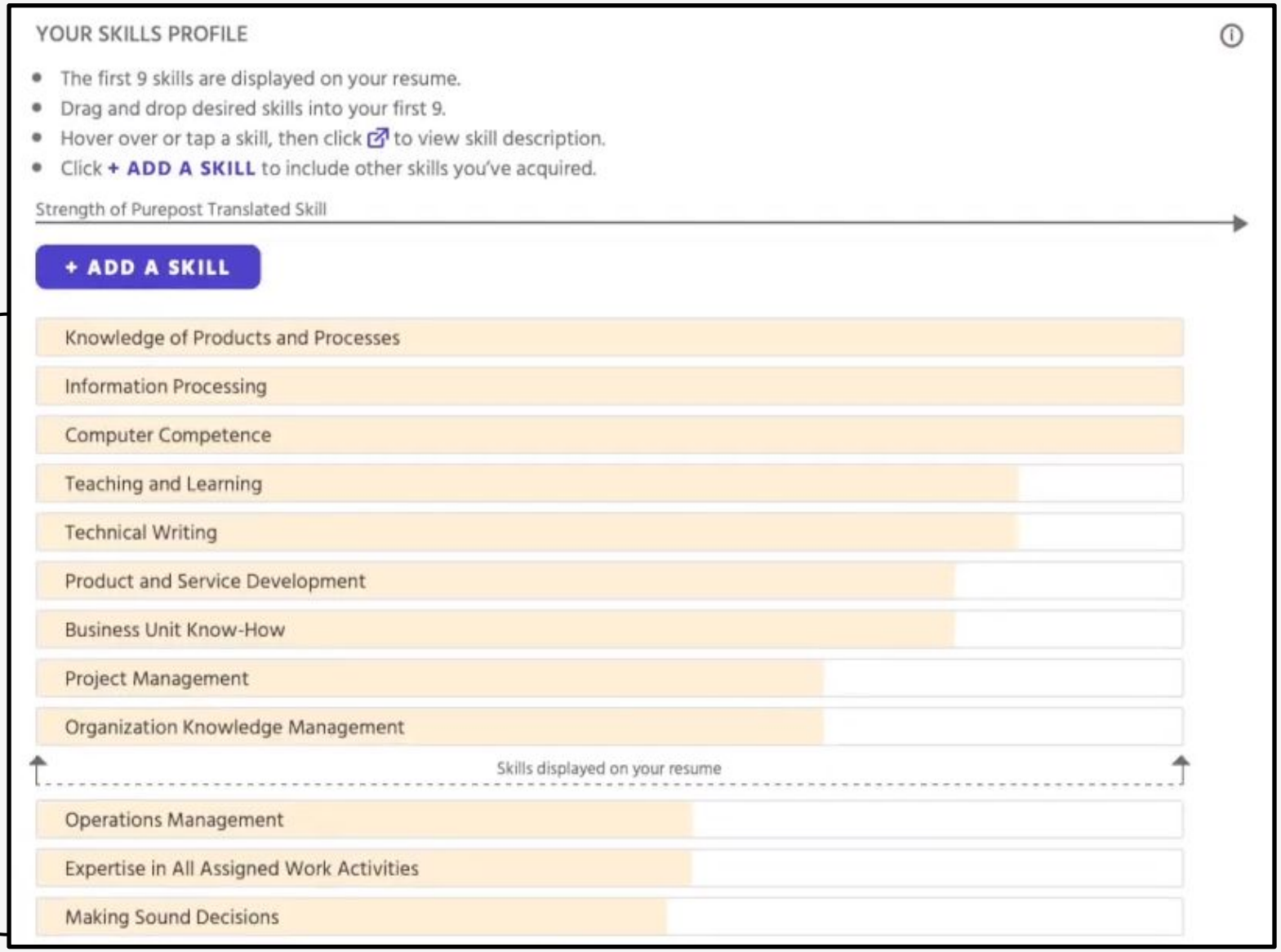
Seeing Your General Description of Attributes of Military Ranks

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.

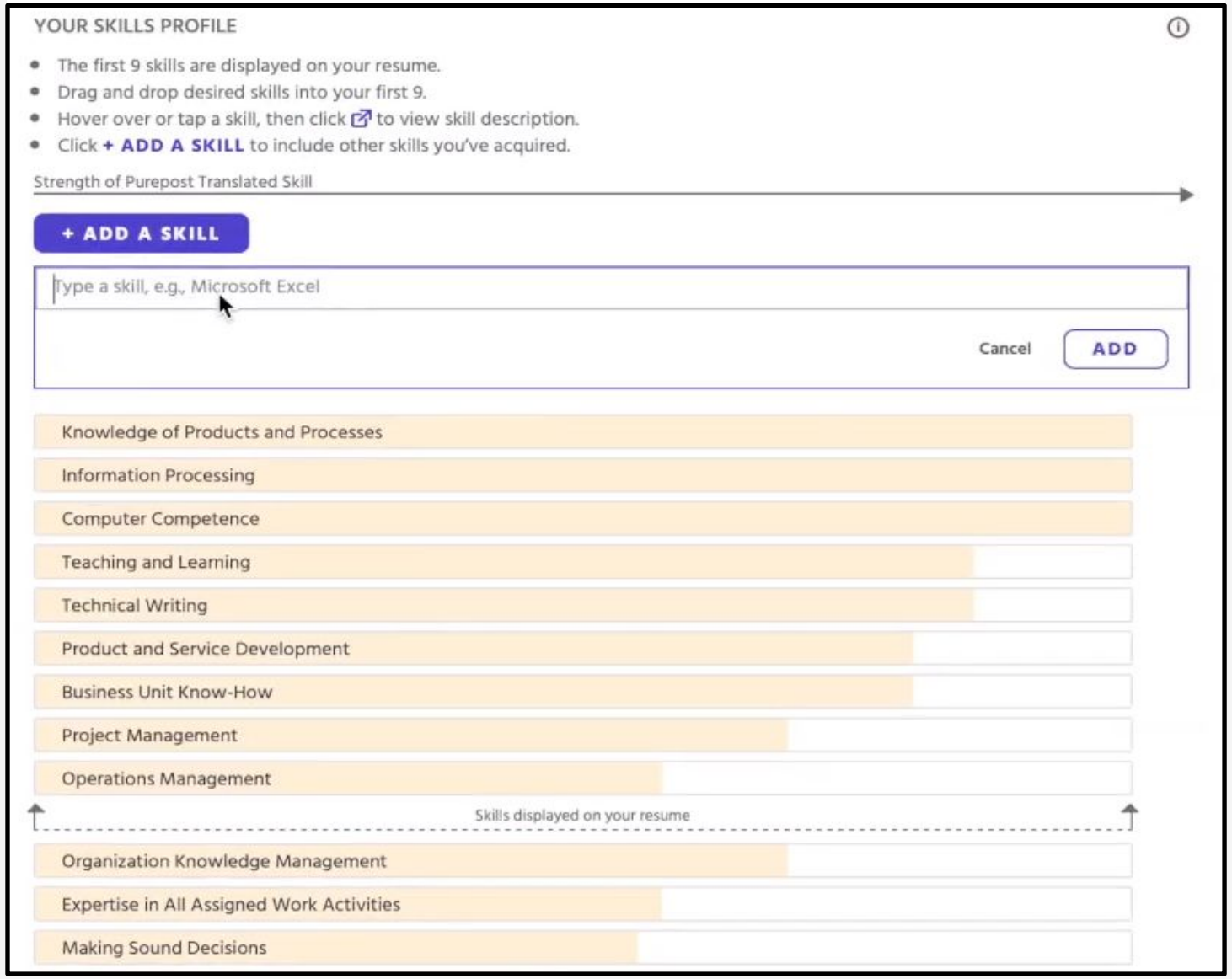
Seeing Your Skills Profile and Top 9 Skills



Move A Skill by Dragging Up or Down

Adding a New Skill to Your Profile

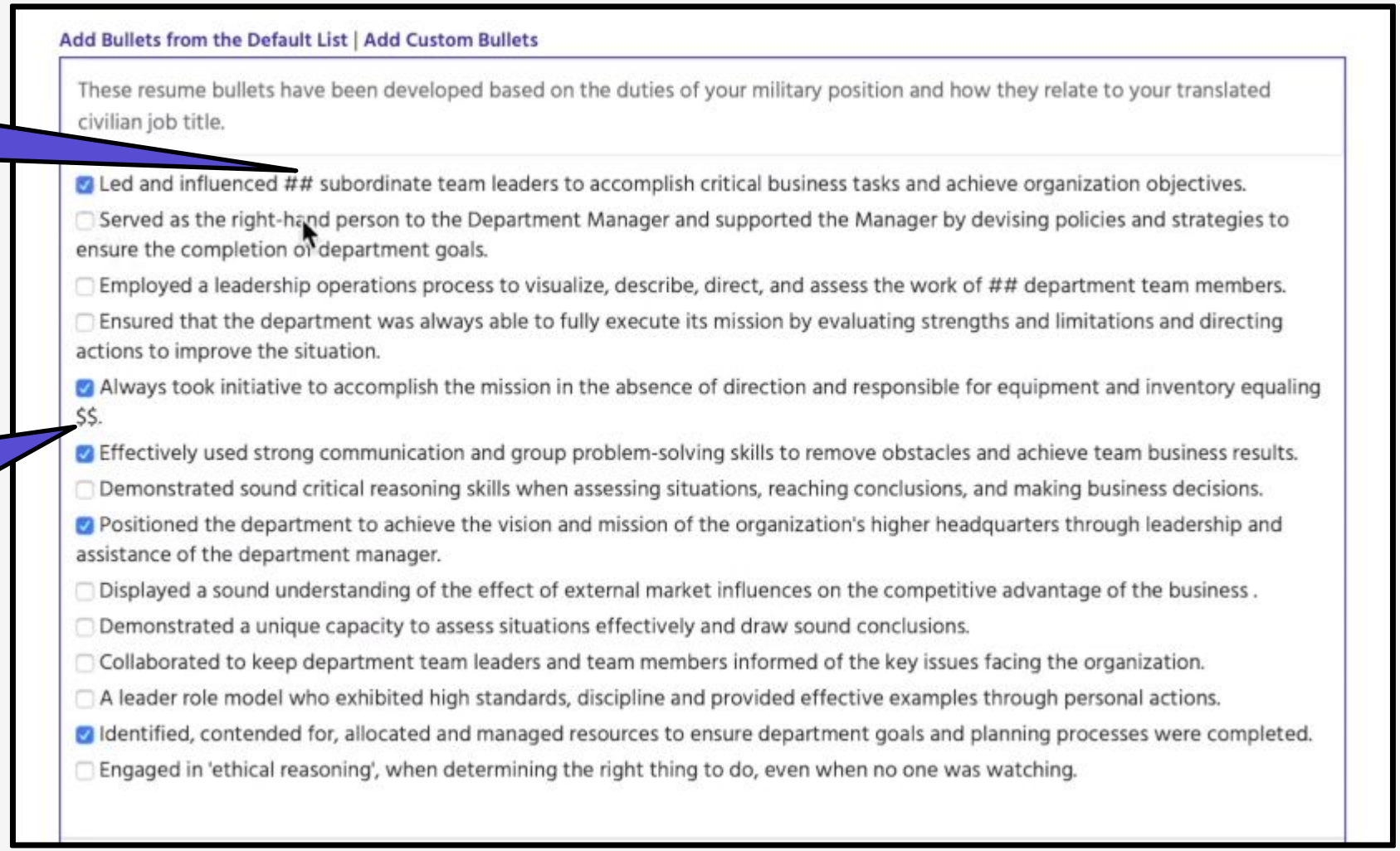
Add A Skill Here



Selecting Resume Bullets From Our Default List

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

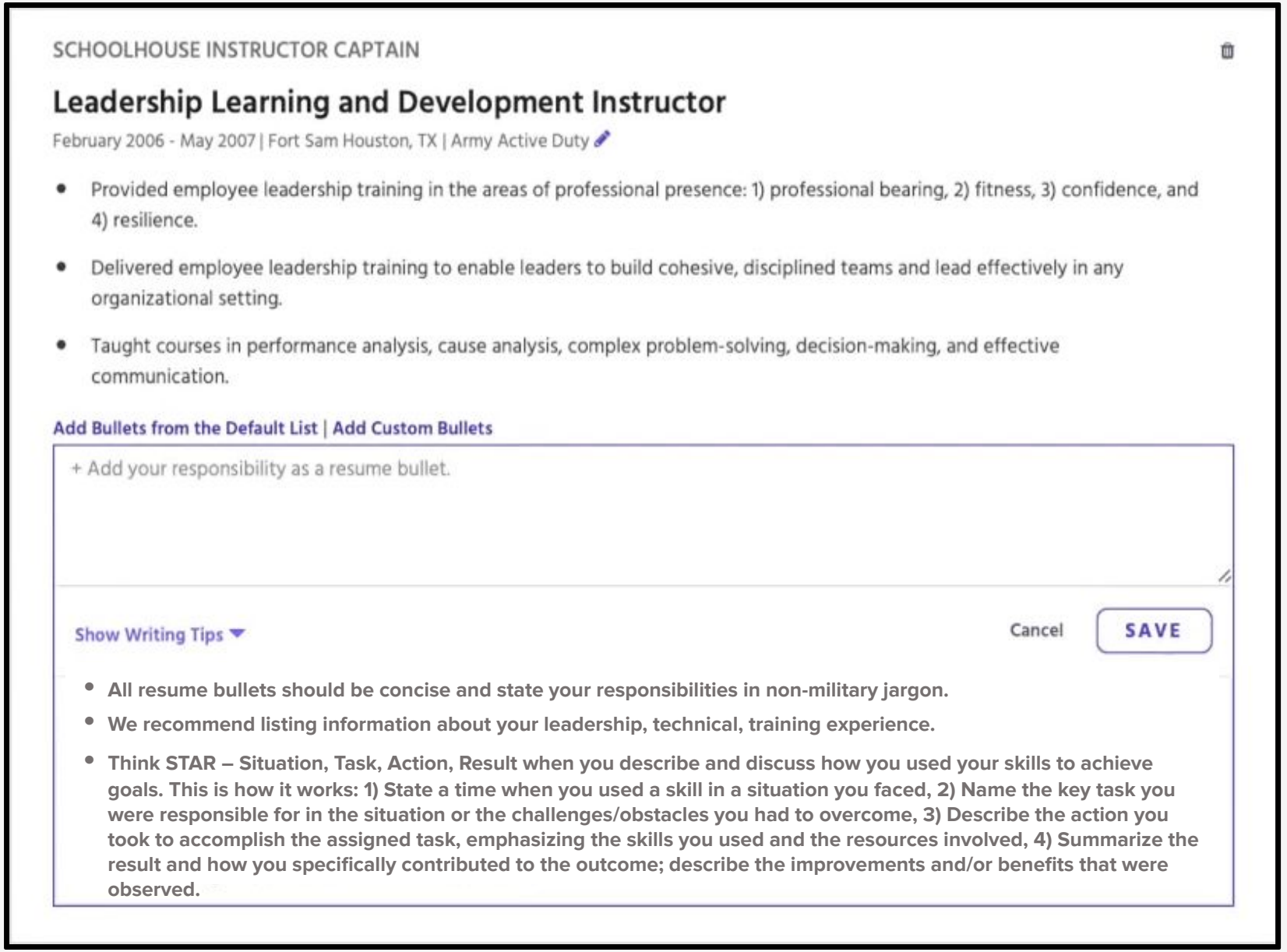
Fill in the $$ With Equipment or Inventory You Were Responsible for In Each Duty Position



Creating a Custom Bullets and Viewing Our Writing Tips

Create A Custom Resume Bullet Here

Fine Tune Your Resume Bullets With These Tips



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.