

John Doe

Street, City, State Zip
Phone: XXX.XXX.XXX; XXX.XXX.XXXX

Objective

To obtain a position as a(Brief one line description of the type of position you are pursuing).

Profile

Brief 3-4 sentence overview of your career. Example: Over 8 years of experience in the field of safety and security. Possess a Secret Security Clearance. Extensive amounts of training and supervisory duties. Accustomed to meeting expressed performance standards. Remain poised under pressure. Always willing to protect and serve.

Skills Summary

- ◆ Intelligence Analyst
- ◆ Counterterrorism Activities
- ◆ Instructor and Trainer
- ◆ Tactical Operations Liaison
- ◆ Detailed Oriented
- ◆ Communication Skills
- ◆ Problem Solver
- ◆ Surveillance
- ◆ Military Service in Iraq

Professional Experience

FIELD (POLICE): JOB FUNCTIONS (INVESTIGATING/PROBLEM SOLVING/INTERVIEWING)

- ◆ Write two or more bullet statements about the work you performed on this job and what you learned or accomplished that's relevant to your job objective.
- ◆ Quantify results of your accomplishments when possible and appropriate; refer to how you positively affected the organization, the bottom line, you boss, co-workers, or customers.
- ◆ Mention on the job awards or commendations you received that relate to your job objective.

FIELD: JOB FUNCTIONS

- ◆ Write two or more bullet statements about the work you performed on this job and what you learned or accomplished that's relevant to your job objective. Follow the tips mentioned above.
- ◆ Prioritize the statements under each Job Title section so the most relevant one comes first.

FIELD: JOB FUNCTIONS

- ◆ Write two or more bullet statements about the work you performed on this job and what you learned or accomplished that's relevant to your job objective. Follow the tips mentioned above
- ◆ Prioritize the statements under each Job Title section so the most relevant one comes first.

Employment History

20XX-Present	Position Title , Company	City, State
20XX-XXXX	Position Title , Company	City, State
20XX-XXXX	Position Title , Company	City, State
19XX-XXXX	Position Title , Company	City, State

Education

XXXX	Degree and Concentration American Public University System, Charles Town, WV
XXXX	Degree and Concentration School, City, State
XXXX	Duplicate Above if Needed Duplicate, if, needed
XXXX	Duplicate Above if Needed Duplicate, if, needed

Attributes

Security Clearance: if required

References Available Upon Request