

## FIRST LAST

1234 Any Street  
Hometown, US 12345  
H: (123) 456-7890, C: (321) 098-7654  
name@isp.com

### EDUCATION:

BS Marketing – University of Maryland, 1997

- Chapter President, SAE National Fraternity
- Intramural Soccer
- Financed 40% of education through various part time jobs
- 3.4 GPA

### EXPERIENCE:      **Captain, United States Marine Corps**

**6/01 – Present**

**Company Commander**

**Camp Pendleton, CA**

Lead a 180 person unit in accomplishment of mission oriented training and real world operations. Responsible for the health, morale, and welfare of all subordinates. Personally develop 6 other officers and 22 staff personnel. Advise and assist the commander on probable courses of action. Responsible for \$12 million worth of equipment disbursed in 3 separate locations.

- Awarded the *Navy Marine Corps Commendation Medal* for achieving the highest Commanding General's Inspection score out of over 130 different units in the division
- Reduced the unit's total operating expenses by 12% from previous year while increasing operational readiness by 7%
- Developed a new logistical procedure for debarkation of tactical equipment while embarked aboard Navy ships which is now being introduced Marine Corps wide as the new standard for ship to shore operations

**1/99 – 5/01**

**Executive Officer**

**Okinawa, Japan**

Directly supervised the overseas deployment of a 160 person detachment. Oversaw the complete movement of personnel and equipment. Led daily staff meetings and coordinated three separate training schedules. Acted as liaison between host nation and unit for all cultural exchange functions.

- Initiated and supervised the unit's Community Sharing operation that led to the disbursement of over 2,000 books to local schoolchildren
- Increased the unit's physical fitness score by over 26% to reach the highest composite score on the island for a unit with over 150 personnel
- Taught 2 undergraduate classes in spare time to over 50 students per class

**8/97 – 12/99**

**Platoon Commander**

**Camp Pendleton, CA**

Responsible for the direct supervision of 28 personnel. Served collateral duties as Classified Materials Control Officer and as Nuclear, Biological, and Chemical Training Officer.

- Obtained highest possible rating of Mission Capable on 5 day field evolution in chemical environment (1 of only 2 awarded out of 14 participating units)
- Successfully presented 5 subordinates for meritorious promotion ahead of their peer group
- Selected to represent the Marine Corps for funeral detail for former US senator

### ADDITIONAL INFORMATION:

- Enjoy running, reading business periodicals, and golf
- Graduate of Dale Carnegie training
- Active in local community, Elder in church