

# Anthony B. Citadel

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**OBJECTIVE:** An entry-level position in Sales/Marketing and/or Management

**EDUCATION:** Bachelor of Arts, Major: **History**  
**The Citadel**, The Military College of South Carolina, May 2010

**SKILLS:**

Writing Time	Management	Communication
Selling	Organizational	Presentation
Supervisory	Critical Analysis	Research

**EXPERIENCE:** *Foundation Representative*, The Citadel, Charleston SC Summer 2009 – Present

- Raise money for The Citadel Foundation using communication and sales skills
- Maintain relationship with existing alumni donors
- Add new donors to existing donor list

*Landscaping*, Tanner’s Landscaping, San Antonio TX Summer 2008

- Helped create custom lawn and retaining wall with gardens and natural plumbing
- Created solutions for problems during construction
- Found and supervised additional worker for project

**LEADERSHIP:** *Platoon Leader*, The Citadel “M” Company, Charleston SC Fall 2009 – Present

- Responsible for the activities and routine of 30 cadets
- Help create new ideas which help the company operate more efficiently
- Supervise and lead Sergeants and Corporals in the platoon

*Platoon Sergeant*, The Citadel “M” Company, Charleston SC Fall 2008 – Summer 2009

- Accountable for the actions and whereabouts of 30 cadets
- Assisted Platoon Leader in supervision of Sergeants and Corporals in the platoon
- Responsible for discipline of the platoon

*Squad Corporal*, The Citadel “M” Company, Charleston SC Spring – Summer 2008

- Accountable for actions and routine of 9 cadets
- Assisted Sergeant in his duties
- Set standards for cadets in the squad

**COMPUTER SKILLS:** MS Word MS PowerPoint MS Excel

**HONORS/ ACTIVITIES:** Dean’s List Commandant’s List  
President’s List Cadre

**INTERESTS:** Music Sports Reading Fishing

**References: Available Upon Request**

# Tyler T. Citadel

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**OBJECTIVE:** To obtain an entry-level position in logistics management

**EDUCATION:** **The Citadel**, the Military College of South Carolina  
Bachelor of Arts: **History** May 2010  
GPA in Major: \_\_\_\_\_ Cumulative: \_\_\_\_\_

**SKILLS:** **Functional in German** Public Speaking Writing  
Time Management Organization Supervision

**EXPERIENCE:** **Undergraduate Intern** January 2010 – Present  
Archives, Catholic Diocese of Charleston, Charleston SC

- Organize collections of historical material
- Oversee preservation of original documents

**Research Assistant** August 2008 – Present  
Department of Political Science, The Citadel, Charleston SC

- Conduct research for professor's books
- Search for and locate historical sources
- Compile information into computer database

**Undergraduate Intern** July – August 2008  
U.S. Army Military History Institute, City ST

- Analyzed and interpreted historical documents and photographs
- Supervised preservation of documents
- Catalogued information for government database

**Clerk** May – August 2007  
Discount Liquors, City ST

- Responsible for accurate till
- Provided excellent customer service

**COMPUTER SKILLS:** MS Word MS Excel Adobe PageMaker 6.5  
MS Power Point Word Perfect 6.1

**HONORS & ACTIVITIES:** President's List Gold Stars (>3.70 GPA)  
Commandant's Distinguished Service List Dean's List  
Knights of Columbus – Grand Knight Catholic Parish Council  
Model UN – Chief Delegate History Club – Secretary  
Phi Alpha Theta (History Honor Society) – Vice President Phi Kappa Phi  
U.S. Achievement Academy All-American Scholar  
U.S. Army ROTC Leadership Training  
Who's Who Among Students in American Universities and Colleges

**INTERESTS:** Theology Photography Natural History  
Classical Music Railroads Hiking

**References Available Upon Request**

