

Benjamin A. Citadel

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Home: 123 Anywhere St., City, ST 12345 (123)456-7890

OBJECTIVE: To obtain a position in public relations within the government sector.

EDUCATION: **The Citadel**, The Military College of South Carolina

- **Bachelor of Science: Political Science** (International Politics) May 2010
- GPA: ___ /4.0

SKILLS: Leadership Organizational Interpersonal
Training Teamwork Video Production

EXPERIENCE: **Public Relations/Marketing**
Chet Culver for Governor Headquarters, Des Moines IA Summer 2009

- Responsible for a large array of tasks including: voter contact through telephoning, data entry, special projects, visibility, and volunteer management

STUDENT LEADER: **Model Arab League**
The Citadel, Charleston SC Spring 2010

- Representative of an Arab nation in a model debate/league

Corporal
Delta Company, The Citadel, Charleston SC 2008-2009

- Oversee and lead a squad of freshmen
- Responsible for the accountability of ten cadets

Student Athletic Advisory Committee
The Citadel, Charleston SC 2008-2009

- Representative of The Citadel Wrestling team
- Organize and work at athletic functions at The Citadel
- Set up community service projects

Wrestling Camp Counselor
The Citadel, Charleston SC Summer 2009

- Responsible for teaching wrestling techniques and developing skill techniques
- Interacted daily with young wrestlers
- Directly responsible for a team

COMPUTER SKILLS: Microsoft Word Microsoft PowerPoint Microsoft Excel
Movie Maker Adobe Premier Ulead Video/Picture Studio

HONORS/ ACTIVITIES: Dean's List 2-Time Iowa State Wrestling Placer
Gold Star Recipient 4-Time North Iowa Conference Wrestling Champion
FFA Officer 3rd Place at Southern Conference Finals

Future Problem Solving 3-Time High School All North Iowa Conference Golfer
FCTV Officer 3-Time Iowa State Wrestling Qualifier
Southern Conference All Academic High School Outstanding Male Athlete

INTERESTS: Video Production Sports Travel Golf

References: Available Upon Request

Paul P. Citadel

Citadel: MSC 000, 171 Moultrie St., Charleston SC 29409 (843) 953-0000 Paul.P.Citadel@citadel.edu
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OBJECTIVE: An entry-level position in management and/or sales

EDUCATION: **The Citadel**, The Military College of South Carolina
Bachelor of Science: Political Science/Criminal Justice May 2010

SKILLS: Management Leadership Organizational
Supervisory Interpersonal Computer
Customer Service Training Teamwork

EXPERIENCE: *Executive Officer* 2009-2010
Golf Company, The Citadel, Charleston SC
• Managed a company staff of eight
• Responsible for health and welfare of 120 cadets
• Supervised academic, human affairs, athletic, supply, and administrative officers

Psychology Intern Fall 2009
The Citadel, Charleston SC
• Assisted mentally challenged adult with daily tasks
• Kept log for reporting to supervisor

Manager Summer 2009
Art Landscape & Paving, City ST
• Supervised four employees
• Provided general administrative support
• Developed excellent teamwork and management skills

Crew Leader/Crew Member Summers 2006-2008
KRC Landscape & Development, City ST
• Worked as part of effective team
• Trained and supervised employees
• Developed motivational skills

Counselor Summer 2005
The Citadel Summer Camp, Charleston SC
• Supervisor
• Developed leadership skills

**HONORS/
ACTIVITIES:** Dean's List Commandant's List
Summerall Guards FCA
Citadel Honor Court Thomas S. Blair Scholarship
President's List

INTERESTS: Golf Hunting Fishing Surfing Travel

References: Available Upon Request

Thomas R. Citadel

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Charleston, SC 29409

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OBJECTIVE

To secure a career in law enforcement.

EDUCATION

The Citadel, The Military College of South Carolina
B.A. in Criminal Justice

Charleston, SC
May 2010

SECURITY CLEARANCE

United States Government Secret Clearance

- ◆ Cleared extensive background investigation performed by United States Government
- ◆ Authorized to handle classified government information

LEADERSHIP EXPERIENCE

The Citadel Corps of Cadets

Cadet Executive Officer

Charleston, SC
August - May 2010

- ◆ Responsible for maintaining strict accountability of cadets during approved leave times
- ◆ Appointed by Commandant of Cadets as ranking company officer in absence of commander
- ◆ Developed extensive plans of action in support of daily operations in cadet company

United States Army Reserve Officer Training Course

Leadership Development and Assessment Course

Anywhere, ST
July - August 2009

- ◆ Evaluated by senior commissioned and non-commissioned officers on potential to be an officer in U.S. Army
- ◆ Placed in varying leadership roles commanding up to 40 soldiers in simulated combat environments
- ◆ Instructed on abilities to problem solve, work under time constraints, and succeed in adverse conditions

The Citadel Corps of Cadets

Cadet Squad Sergeant

Charleston, SC
August-May 2009

- ◆ Accountable for the military training, leadership development, and academic performance of 10 cadets in squad
- ◆ Conducted training exercises to ensure freshmen cadets met and exceeded standards
- ◆ Prepared freshman cadets for military and academic rigors to be encountered during school year

WORK EXPERIENCE

XY State Army National Guard

Simultaneous Membership Program: Acting Military Intelligence Officer

Anywhere, XY
April 2008- May 2010

- ◆ Observed senior military intelligence officer
- ◆ Mentored on team building skills with experienced army officers
- ◆ Assisted top leadership in company by preparing operation orders for future missions

YZ County Sheriff's Office Internship Program

Intern

Anywhere, XY
October - December 2009

- ◆ Actively participated in various law enforcement duties including uniformed patrol
- ◆ Gathered pertinent knowledge relating to a career in the criminal justice system

HONORS AND ACTIVITIES

- ◆ Dean's List Award
 - ◆ The Citadel Summerall Guards
 - ◆ The Citadel Criminal Justice Society
 - ◆ 2010 Citadel Honor Committee
 - ◆ The Citadel Presidents List
 - ◆ The Citadel Commandants List
- Awarded to cadets with 3.2 GPA or above
Selective 61 member precision drill platoon
Current president and 4 year member
Cadet Company Honor Representative
Presented to cadets with meritorious conduct
Bestowed upon cadets for outstanding performance

References Available Upon Request