

John E. Doe
123 Main St.
Hometown, KS 12345
Home #: (123) 456-7890
Work #: (123) 456-1111

EDUCATION

BS Mechanical Engineering 1989; GPA (if 3.0 or better)
United States Military Academy
West Point, NY

(if applicable)

MS/MA Emphasis year
University
City, State

ACTIVITIES

High School: Senior Class President, Key Club, Student Council Representative, Boys State, Varsity Football (All Conference), Varsity Track, Church Youth Group.

College: Debate Team, Cadet Glee Club, Spanish Club Intramural (Champion Boxing), Deans List. Note 30% funded by work.

EXPERIENCE

6/89 to Present – Captain, Infantry, United States Army.

7/93 to present – Assistant Operations Officer: Plan tactical operations and training for Bradley equipped infantry battalion. Assist Battalion Operations officer in publishing and designing operations orders for tactical deployment and training exercises. Supervise 20 junior leaders and enlisted men.

- Commended for excellent brief to Army General Staff of Pakistan
- Developed and implemented new deployment plan which reduced deployment time by 25% and was adopted as the new division standard

11/92 to 7/93 – Executive Officer: Second in command of a 110 man Bradley infantry company.

Responsible for the maintenance of 14 Bradley Fighting Vehicles, two heavy trucks, two light trucks and other organic equipment. Directly supervised nine mechanics and ten headquarters personnel.

- Achieved operational readiness, 15% over objective
- Developed recovery plan for equipment, which increased readiness and became the Battalion standard.
- Recognized as the best lieutenant in the Battalion.
- Achieved a superior rating on an external inspection of the supply system.

7/91 to 11/92 – Scout Platoon Leader: Responsible for reconnaissance, surveillance, and security operation of the battalion scout platoon. Led 40 soldiers in tactical and combat operations. Responsible for combat readiness, discipline, and training of platoon and maintenance of its equipment.

- Recognized as “Best Platoon” in battalion command inspection.
- Awarded “Best Scout Platoon” in Division competition.
- Achieved 97% operational readiness, 7% over objective.
- Improved average physical fitness score by 20%

6/89 to 7/91 – Platoon Leader: Responsible for combat readiness and training of a Bradley equipped infantry platoon. Supervised 32 personnel in all tactical training and maintenance operations. Responsible for maintenance and accountability of four Bradley Fighting Vehicles, 12 radio systems, and other organic equipment.

- Selected as battalion nominee for “MacArthur Leadership Award.”
- Recognized as “Best Platoon” during platoon evaluations.
- Platoon achieved highest average in battalion during common skills testing.
- Attended ten months of Infantry Officer Training; graduated top 20%.