**Federal Cadet Resume**

123 Street, Charleston, DC 12345  
(123) 456-7890 | johndoe@email.com

**Date available to begin work:**  May 2020

**Clearance**: Active TS Security Clearance

**SUMMARY STATEMENT**

College educated with 4 years of leadership experience and additional experience in Operations and Customer Relations. Strive to exceed professional and personal goals. Strong written and verbal communication skills.

**PROFESSIONAL SKILLS**

|  |  |
| --- | --- |
| **Education** | Bachelor of Science in Business Management from The Citadel. |
| **Employment** | My self-motivation, hard work and dedication all contribute to the continuing success of my employer. Technically competent. Natural leader and team player. |
| **Personal** | Strong work ethic with a positive approach. Continuously striving to achieve goals and exceed expectations. Organized and focused. |

**PROFESSIONAL WORK EXPERIENCE**

**Financial Management Intern**,May 2019 – August 2019

**XYZ Company, Greenville, SC**  
**Salary**: $15hr

**Job Type**: 40 hours per week, Full-Time Summer Internship  
**Supervisor:** Jane Dane, (123) 456-7890

*Provide your description of duties, and identify your major roles, responsibilities and accomplishments;*

*For Intelligence Communities only, please be sure to address the following core competencies, if applicable:*

* *Leadership*
* *Interpersonal Ability*
* *Collaboration*
* *Organizing and Planning*

**OTHER WORK EXPERIENCE**

**Job Title**,Date – Date

**Company,** City, State  
**Salary**: $15 hr

**Job Type**: 40 hours per week, Full-Time  
**Supervisor:** Jane Dane, (123) 456-7890

*Provide your description of duties, and identify your major roles, responsibilities and accomplishments*

* *What were the transferable skills gained from the position?*
* *What quantifiable achievements did you have?*

**LEADERSHIP**

**Leadership Title,** Date – Date

**Organization**

*Explain responsibilities, duties and accomplishments*

*Address Core Competencies like:*

* *Problem Solving/Judgment*
* *Flexibility/Adaptability*
* *Initiative*
* *Communication*

**CERTIFICATIONS/ACHIEVEMENTS**

List certifications

**VOLUNTEER EXPERIENCE / COMMUNITY SERVICE**

**Make a Wish Foundation Charity Drive**, July 2018

Washington, DC

Started fundraiser at XYZ Company and raised $2000 in 4 weeks from donations given by employees.

**EDUCATION**

**Bachelor of Science in Business Management and Finance**, May 2019

The Citadel, Charleston, SC GPA 3.0