**Citadel A. Cadet**

citadelstudent@citadel.edu | (800) 123–1234 | www.linkedin.com/in/firstname-lastname

**Education**

**The Citadel, The Military College of South Carolina**, Charleston, SC **May 2026**

*Bachelor of Arts: Criminal Justice* GPA: 3.40

 *Minor: Cybersecurity* (only put GPA if 3.0 +)

**ABC High School,** Charleston, SC May 2022

*High School Diploma*

Only add HS if freshman/ sophomore, looking in hometown, or any competitive experiences (ex: Student Body President)

**Honors** (if less than 2, include under education)

Dean's List Spring 2022, Fall 2022

* Awarded to students with grade-point average of 3.20 or higher

The Professor Smith Memorial Scholarship Fall 2022

* Awarded / Granted based on academic achievement and community involvement

**Experience**

**Company Name** –*Job Title,* Charleston, SCMonth Year – Month Year

* Action verb + what you did + how you did it + quantify when possible
* List skills or past experiences that make you a good fit & match job description
* Work and internship experience will go here

**City of Charleston Police Department** –*Criminal Justice**Intern,* Charleston, SC May 2022 – August 2022

* Rotated through 10 divisions and programs within the Charleston Police Department
* Learned and observed general law enforcement methods and procedures of the Charleston Police Department, such as critical thinking tactics that apply to approaching vehicles and examining video surveillance of suspects
* Worked with experienced police officers and other non-sworn employees to further opportunities for a career as a sworn police officer

**Leadership Experience**

**Club/Organization Name** – *Leadership Title,* Charleston, SCMonth Year – Month Year

* Action verb + roles/ duties, what you have learned, skills developed
* Specific contribution to the community (quantify and qualify)

**The Citadel** – *Leadership Training,* Charleston, SCAugust 2022 – Present

* Adhere to honor code and support The Citadel’s core values: Honor, Duty, and Respect
* Fine-tune time management and self-disciplinary skills through strict adherence to rules, regulations, and orders designed to achieve high expectations and daily accountability

**Extracurricular Activities/ Volunteer Experience**

**Name of Club/Organization/Activity/Sport** – *Member/ Leadership Title,* Charleston, SC Month Year – Month Year

* Action verb + roles/ duties, what you have learned, skills developed
* Specific contribution to the community (quantify and qualify)

**Criminal Justice Society** –*Member,* Charleston, SC August 2022 – Present

* Join in regularly scheduled guest speakers, 1 each month, field trips, and various professional opportunities
* Partake in academic conferences, fundraising events and community service projects

**Skills & Relevant Coursework**

|  |  |  |
| --- | --- | --- |
| Communication | Critical Thinking | Leadership |
| Professionalism | Teamwork | MS Office Suite |
| Relevant Course | Relevant Course | Relevant Course |