**Citadel A. Cadet**

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**Education**

**The Citadel, The Military College of South Carolina**, Charleston, SC **May 2028**

*Bachelor of Arts: Criminal Justice* GPA: 3.40

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

**Summerville High School,** Summerville, 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 two, include under education; delete entire section if you don’t have any honors right now)

The Professor Smith Memorial Scholarship Fall 2022

* Awarded / Granted based on academic achievement and community involvement

Dean's List Spring 2022, Fall 2022

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

**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

**Poogan’s Porch** –*Food Runner/Server Assistant,* Charleston, SC May 2022 – August 2022

* Delivered food orders to approximately 30 tables promptly and carefully
* Relayed customer satisfaction reports from our team of six food runners to the management team and relevant parties
* Assisted with special event details of tableware, decorations, and food preparations that covered 50+ customers

**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, one each month, field trips, and various professional opportunities
* Partake in academic conferences, fundraising events and community service projects

**Skills & Relevant Coursework**

* Coursework & Skills Examples include: Machine Design, Critical Thinking, Composite Design, Manufacturing Design, Data Analysis, Design Management
* Software Examples include: Microsoft Excel, CAD, Business Intelligence (BI) Reporting