Sample Resume – Feel free to add any other information you feel is pertinent to the position you are applying for.

C/CMSgt Jeremy D. Smith, CAP
123 Apple St.
Bismarck, ND 58503
(701) 555-4982
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OBJECTIVE Flight Sergeant

SUMMARY Civil Air Patrol member with over three years experience with the cadet program including two years as the XYZ Composite Squadron First Sergeant.

APPLICABLE CAREER ACCOMPLISHMENTS/AWARDS

Commander's Commendation Award
Life Saving Award with silver star
Unit Citation Award
Neil Armstrong Ribbon
AFSA Award – Unit Cadet NCO of the Year
Red Service Ribbon with bronze clasp
Search "Find" Ribbon
Air Search and Rescue Ribbon
Disaster Relief Ribbon with "V" device
Cadet Community Service Ribbon
National Color Guard Competition Ribbon with bronze clasp
Encampment Ribbon with three bronze clasps
Cadet Recruiter Ribbon with 2 silver clasps

EXPERIENCE

Present	First Sergeant, XYZ Composite Squadron, North Dakota Wing
2001	Commander, North Central Region Color Guard (3rd Place NCGC)
2001	Administrative NCO, XYZ Composite Squadron, North Dakota Wing
2000	Element Leader, Smallville Composite Squadron, South Dakota Wing
2001	First Sergeant, North Central Region Encampment
2001	Flight Sergeant, Joint Dakota Emergency Services Encampment
2000	Element Leader, Joint Dakota Cadet Leadership Encampment
2000	Element Leader, Minnesota Wing Encampment
2002	Class President – Bismarck High School – Bismarck, North Dakota

APPLICABLE EDUCATION

2001	South Dakota Wing Cadet Non Commissioned Officer's Academy
2000	North Dakota Wing Cadet Non Commissioned Officer's Academy
Present	Student, North Dakota State University – Freshman, 22 hours completed
2001	Diploma, Bismarck High School – Bismarck, North Dakota