

Sample Military Resume

ANDERSON,
1234, West 67 Street,
Carlisle, MA 01741,
(123)-456 7890.

SUMMARY OF QUALIFICATIONS

A highly organized, take charge professional with more than twenty years of law enforcement and security experience. Strong problem solving and decision making skills with the ability to develop and implement effective action plans. Demonstrated experience in the coordination of criminal investigations. Commitment to detail in doing the job right the first time in completing all projects. Excellent communication and presentation skills. A team leader, providing motivation and training by example. Computer literate.

AREAS OF STRENGTH

INVESTIGATIONS - LAW ENFORCEMENT - PROJECT MANAGEMENT - TRAINING

- Proven project management experience in the collection, analysis, and presentation of criminal evidence in compliance with law enforcement protocols.
- Solid reporting skills in conducting thorough investigations and maintaining accurate records.
- Hands-on experience in all aspects of motor vehicle accident, narcotics, and criminal investigations.
- Strong instruction and training skills with individuals at all levels.
- Certifications received: Narcotics & Dangerous Drug Law Enforcement Certification; National Crime Information FBI Certificate; School of Handguns Certificate.
- Specialized training includes: Drug Enforcement, Narcotic Law Enforcement, and Computer Information Systems - International Intelligence Information Rating.
- Professional affiliations include: Massachusetts Highway Association, Worcester and Essex County Highway Associations, Retired Massachusetts State Police Association, and Central Massachusetts Chiefs of Police Association.

LAW ENFORCEMENT EXPERIENCE

WURTSBOROUGH COUNTY SHERIFF'S DEPARTMENT - Tetter, NH: 1991 - 1994 **Deputy Sheriff**

Coordinated all aspects of prisoner security and transportation from security facilities to courthouses, ensuring the safety of the community and the suspects. Additional responsibilities included serving civil process, evictions, and warrants within the jurisdiction.

- **Recognized for excellence in job performance.**

MASSACHUSETTS STATE POLICE - Boston, MA: 1970 - 1990

State Trooper

Conducted interrogations and pre-deposition interviews as part of ongoing criminal investigations. Served as an expert on narcotics, motor vehicle law enforcement, and accident investigations. Responsible for performing public records research, as well as coordinating interviews and reconnaissance for drug trafficking criminal investigations with other law enforcement departments. Trained and supervised new officers.

- As court officer, consistently sought out for clarification on points of law and procedures by district attorneys, defense attorneys, and judges.
- Career achievements in law enforcement include commendations from the Commonwealth of Massachusetts, Division of State Police, as well as numerous citations and awards for service.

EDUCATION

POLICE STANDARDS & TRAINING COUNCIL - Concord, NH

Law Enforcement Program

NORTHEASTERN UNIVERSITY - Framingham, MA

Criminal Justice coursework

MASSACHUSETTS STATE POLICE ACADEMY - Framingham, MA

Law Enforcement Program

MILITARY

UNITED STATES NAVAL RESERVES

Airman, Honorable Discharge