

Firstname Lastname

870 Washington Street SW, Blacksburg, VA 24061

Day Phone: 540-231-6241, Email: career@vt.edu

Citizenship: United States

Clearance: Active Secret Clearance, valid until 202X

EDUCATION:

B.A., (May 20XX), Virginia Tech, Blacksburg, VA United States

Major: National Security and Foreign Affairs

Minors: Spanish and Leadership & Social Change

90 Credit Hours Completed/120 Total Semester Hours

GPA: 3.5 of a maximum 4.0

Relevant Coursework, Licenses and Certifications:

Intelligence Analysis Workshop

Security Services

National Security Policies

Foreign Policy and Diplomacy

Intelligence and National Security

Terrorism and Counter-terrorism

FOREIGN POLICY AND DIPLOMACY: Drafted sample foreign policy for a hypothetical democratic country learning how foreign policy is developed and how it connects to modern diplomacy. Analyzed foreign policy from 10 different nations highlighting different approaches to foreign policy. Examined the complexities of foreign policy and modern diplomacy through historical diplomatic challenges.

CLASS PROJECT: Seminar in Diplomacy and Security (Fall 20XX): Collaborated with a group of 5 students to identify possible security plans for a hypothetical meeting of the G8 occurring in New York. Wrote a seven page paper and presented findings to class of 25 students.

WORK EXPERIENCE:

Virginia Tech Student Police Academy (02/20XX - 03/20XX)

Street Address, City, State Zip Code Country

Student Police Academy Trainee

Salary: \$0, **Hours per week:** 6

Supervisor: Supervisor Name (Supervisor Phone Number); **Okay to contact this Supervisor:** Yes

Duties, Accomplishments and Related Skills:

LAW ENFORCEMENT: Learned about safety and law enforcement procedures and tactics through classroom and hands-on activities. Instructed on driving a police car, investigating a mock crime scene, officer safety, violence and crime prevention, terrorism awareness, tactical response, weapon safety, and cybercrime.

KEY ACCOMPLISHMENTS: Presented findings from mock crime scene to cohort of 15 students and 5 training officers.

Montgomery County Commonwealth's Attorney (05/20XX - 08/20XX)

Street Address, City, State Zip Code Country

Witness/Victim Advocate Intern

Salary: \$8.25 USD Per Hour, **Hours per week:** 10

Supervisor: Supervisor Name (Supervisor Phone Number); **Okay to contact this Supervisor:** Yes

Duties, Accomplishments and Related Skills:

COMMUNICATION: Interacted with 30 victims of crime through 15 week internship. Met with each client prior to trial to explain court process and timeline. Used compassion and empathy to work with clients as trials progressed and concluded.

ORGANIZATION: Tracked each assigned client through entirety of court process, including pre-trial meetings, and post-trial follow-up. Maintained accurate records of each verdict and assigned sentence.

KEY ACCOMPLISHMENT: Created a client tracking database through Microsoft Excel, digitizing records for first time.

Virginia Tech Hume Center for National Security and Technology (09/20XX - 08/20XX)

Street Address, City, State Zip Code Country

Research Assistant

Salary: \$8.25 USD Per Hour, **Hours per week:** 10

Supervisor: Supervisor Name (Supervisor Phone Number); **Okay to contact this Supervisor:** Yes

Duties, Accomplishments and Related Skills:

RESEARCH/TECHNICAL: Collaborated with an interdisciplinary team of engineers, programmers, and analysts to examine ways to protect state election equipment from electronic hacking. Researched various methods and machines available.

WRITING/ANALYSIS: Wrote weekly reports outlining progress of team. Synthesized material from multiple sources, and provided recommended courses of action.

KEY ACCOMPLISHMENTS: Determined that non-electronic systems are preferable for future elections. Collaborated with a team of 5 who wrote a proposal for a \$50,000 grant to conduct future research on accuracy of non-electronic voting systems.

Loft (08/20XX-Present)

Street Address, City, State Zip Code Country

Sales Associate

Salary: \$9.00 USD Per Hour, **Hours per week:** 15

Supervisor: Supervisor Name (Supervisor Phone Number); **Okay to contact this Supervisor:** Yes

Duties, Accomplishments and Related Skills:

CUSTOMER SERVICE: Provide fast-paced quality customer service in a high-volume retail store. Sell an average of \$1,000 of merchandise per shift.

SKILLS:

Language: Proficient in spoken and written Spanish, Fluent in reading Spanish

Computer: Languages—C++, JAVA, HTML/CSS
Software—Windows 10, MS Office Suite, InDesign

ACTIVITIES & LEADERSHIP ROLES:

Hokie Ambassador Student Tour Guide (September 20XX-present)

- Executive Board, Membership Chair (January 20XX-present)
- Coordinate and manage recruitment process in collaboration with 4 board members.
- Give tours of campus to prospective students and families, in groups of up to 50.

Virginia Tech Big Event (April 20XX, 20XX, 20XX)

- Participate in volunteer service event each April, completing projects for local community members.

Big Brothers Big Sisters (April 20XX-present)

- Complete projects for local community member through annual service event each April.

REFERENCES

Name	Employer	Title	Phone	Email
Reference Name	Employer Name	Reference's Title	Reference's Phone Number	Reference's Email Address
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