



# United States Army

Sergeant First Class  
JOHN D. DOE

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DA Photo

## EDUCATIONAL DEGREES/CERTIFICATIONS

Name of College – MBA – Major (Currently Enrolled)

Name of College – AS/BS – Major

American Culinary Federation – Certified Culinarian

## MILITARY SCHOOLS ATTENDED

Basic Leaders Course

Advance Leaders Course

Senior Leaders Course

Contracting Officer Representative

Combat Lifesaver

Airborne Advanced Culinary Skills Training Course

Enlisted Aide Training Course

## FOREIGN LANGUAGE(S)

None Recorded

## SECURITY CLEARANCE

Secret

## RANK

PVT

PV2

PFC

SPC

SGT

SSG

SFC

MSG

## DATE OF PROMOTION

24 APR 04

24 OCT 04

01 APR 05

01 JUL 06

01 SEP 07

01 JUN 10

01 JUL 13

01 JAN18

<u>FROM</u>	<u>TO</u>	<u>ASSIGNMENT</u>
Jan 08	Present	<i>Senior Culinary Management NCO</i> HHC 82nd Airborne Division SSB, Fort Bragg, N.C.
Jan 07	Jan 08	<i>Shift Leader/Floor Supervisor</i> HHC 1/503rd Air Assault Inf. Camp Casey, Korea
Aug 06	Jan 07	<i>Culinary Specialist/Shift Leader</i> HHC 82nd Airborne Division, Fort Bragg, N.C.
Sept 04	Aug 06	<i>Culinary Specialist</i> HHC 1/504th Parachute Infantry, 82nd Airborne Division

SUMMARY OF ENLISTED AIDE EXPERIENCE

	<u>DATE</u>	<u>RANK</u>
Enlisted Aide to Commanding General, 82 <sup>nd</sup> Airborne Division	Jan 14-Jan16	SFC
Assisted Admiral Doe's Enlisted Aide	Nov 08	SGT
Assisted LTG Smith's Enlisted Aide	Dec 08	SGT

US DECORATIONS AND BADGES

Meritorious Service Medal (with 1 Oak Leaf Cluster)  
 Army Commendation Medal (with 2 Oak Leaf Cluster)  
 Army Achievement Medal (with 4 Oak Leaf Clusters)  
 Army Good Conduct Medal (2 Knots)  
 National Defense Service Medal  
 Korean Defense Service Medal  
 Armed Forces Expeditionary Medal  
 Armed Forces Service Medal  
 Global War on Terrorism Expeditionary Medal  
 Global War on Terrorism Service Medal  
 Iraq Campaign Medal  
 Overseas Service Ribbon

## PERSONAL STATEMENT EXAMPLE

The *personal statement*, in **no more than 500 words**, is your opportunity to sell yourself in the application and selection process. It contains, but is not limited to, three categories:

1. What are your career goals? What personal characteristics (integrity, compassion, and/or persistence) do you possess that would improve your prospects for success as an Enlisted Aide? Demonstrate or document that you have the character traits required to serve as an Enlisted Aide.
2. Culinary experience. Explain your qualifications and passion for cooking and the ability to plan and perform events for senior leaders such as experience, training, and/or any other functions/events that will highlight your culinary skills; what's special, unique, distinctive, and/or impressive about you and your military career.
3. What details of your personal, professional, history, people and/or events have shaped you or influenced your goals that might help the selection and nomination panel better understand you or help set you apart from other applicants?

**\*\* How will your leadership, organizational skills, professionalism, and culinary skills benefit the team?**

//Signed//  
NAME  
RANK, USA  
Duty Position