



United States Army

Name/Rank
Current Position
Work: # 123-456-7890
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MILITARY SCHOOLS ATTENDED (Examples)

SLC	Fort Lee, VA	2008
ACSTC	Fort Lee, VA	2007
FIN BUD	Fort Bragg, NC	2000
NBC	Fort Lewis, WA	1998
ALC	Fort Lee, VA	1997
EOL	Fort Lewis, WA	1996
WLC	Fort Bragg, NC	1994
AIRBORNE	Fort Benning, GA	1989

EDUCATIONAL DEGREES (Examples)

Pierce College, Criminal Justice (Degree Progression)
Fayetteville Community College, Criminology (Degree Progression)

FOREIGN LANGUAGE(S)

None Recorded

GRADE

DATES OF PROMOTIONS

SFC	01 Dec 04
SSG	01 Jun 01
SGT	01 May 99
SPC	21 Sep 94
PFC	02 Feb 91
PV2	12 Dec 89

MAJOR DUTY ASSIGNMENTS(Examples)

FROM	TO	ASSIGNMENT
Mar 09	Present	G-4 Food Service HQ FORSCOM Fort McPherson, Georgia
Jan 07	Mar 09	Senior Enlisted Aide to Commanding General HQ FORSCOM Fort McPherson, Georgia.
May 06	Jan07	Enlisted Aide to Deputy Commanding General HQ FORSCOM Fort McPherson, Georgia.
Jan 05	May 06	Enlisted Aide to Commanding General 2nd Infantry Division, Camp Red Cloud, Korea.
Jun 04	Jan 05	Senior Food Operations Sergeant, CG's Mess, Camp Red Cloud, Korea
Jan04	Jun 04	Dining Facility Manager, 44 th Engineer Bn. Camp Howze, Korea

SUMMARY OF ENLISTED AIDE AND CULINARY EXPERIENCE

JOB TITLE	FROM	TO	RANK
• Sr. Enlisted Aide Commanding General	MM//YY	MM//YY	SFC
• Lee Hall DVQ's	MM//YY	MM//YY	SFC
• Enlisted Aide	MM//YY	MM//YY	SFC
• Commanding General's Mess	MM//YY	MM//YY	SSG (P)

US DECORATIONS AND BADGES

Meritorious Service Medal
Army Commendation Medal (2nd Oak Leaf Cluster)
Army Achievement Medal (2nd Oak Leaf Cluster)
Army Good Conduct Medal (6th award)
National Defense Service Medal (2nd award)
Korean Defense Service Medal
Southwest Asia Service Medal
Global War on Terrorism
Humanitarian Service Medal
NCO Professional Development Ribbon (3rd award)
Army Service Ribbon
Overseas Service Ribbon
Kuwait Liberation Medal (Kuwait)
Kuwait Liberation Medal (Saudia Arabia)
Parachutist Badge

PERSONAL STATEMENT (Write about why you want to be an aide and the skills you bring to the job – sell yourself!)

I am a mature, dependable, competent, Soldier that possesses an extraordinary work ethic. I am able to work independently—without supervision and detailed instruction — I will never let you or the mission down. I have been trusted with very complex and high profile tasks. I have the knowledge, skills, and technical abilities that you require to serve as a Senior Enlisted Aide.

All the way - Airborne!

Signature Block

As of 26 January 2011