

# **PAUL HARVEY**

123 Blue Street, Suite #44

Fort Meade, MD 123456

**Hm (111) 222-3333**

**Cell (444) 555-6666**

**emailaddress@provider.com**

---

## **OBJECTIVE**

To obtain a position as a Police Officer with the New York City Police Department.

## **HIGHLIGHTS OF QUALIFICATIONS**

- Served 12 years in the U.S. Military with 5 years experience in law enforcement.
- Skilled in analyzing, coaching and supervising.
- Security Clearance: DoE Secret (S) - December 2006.
- Firearms experience: M9 9mm pistol, M4 Carbine, 12 gauge shotgun and the m203 grenade launcher.
- Proficient with MS Word and Adobe Illustrator. Experienced with MS ACCESS.
- Languages: English and Spanish.
- Awarded the Purple Heart for being injured in battle.
- Persistent person who is able to continue on until the task is completed.

## **ACCOMPLISHMENTS**

### **Leadership**

- Successfully led the 4 person Dug Operations Infiltration team to curtail the import of illegal drugs – employed specialized police training techniques.
- Motivated staff to attain a high level of weapons proficiency.
- Managed over 15 personnel whose duties included maintaining law and order and conducting surveillance operations in a community of 40,000.
- Supervised 8 personnel whose duties included maintaining law and order and enforcing cuffs.

### **Administration**

- Saved 200 work-hours per month on the crime solving process by developing new methods (a 15% increase in efficiency).
- Performed document handling and distributed operational reports for the Military Police Company Section Leader.

### **Training**

- Employed specialized policing tactics to identify and eradicate illegal drugs in foreign countries.
- Delivered highly effective tactical training daily over a period of 1 year as a CTI.
- Trained 8 military personnel in weapons proficiency.

## Teamwork

- Provided exceptional law enforcement as a member of the 82<sup>nd</sup> Airborne Division's Military Police company.
- Infiltrated drug operations to curtail illegal drug imports as a member of the Clandestine Counter Drug Operations team.
- Employed specialized police tactics to identify and eradicate illegal drugs in foreign countries.
- Minimized confrontations when handling criminal infractions.

## WORK HISTORY

- 2002 – Present     *U.S. Army, 109<sup>th</sup> Military Intelligence Company, Texas*  
**Counter-Drug Specialist**
- 2000 – 2002        *U.S. Army, 35<sup>th</sup> military Intelligence Detachment, Louisiana*  
**Operations Manager**
- 1998 – 2000        *U.S. Navy, ZYZ Offshore Navy Base, Texas*  
**Supervisor**
- 1996 – 1998        *U.S. Marines, ABC Marine Headquarters, Iraq*  
**Military Police**

## PROFESSIONAL TRAINING

- 2004                **Special Operations Sniper Training** – US Army  
2001                **Weapons Training** – US Army  
1996                **Battlefield Survival Training** – US Marines

## EDUCATION

- 2007                **MBA Accounting**  
*UCLA, Los Angeles, Connecticut*
- 1996                **General Education Diploma**  
*George Washington High School, Cambridge, Nebraska*

*References Available Upon Request*