

C/2D LT JOE BAGODOUGHNUTS
CIVIL AIR PATROL OHIO WING
UNITED STATES AIR FORCE AUXILIARY
1234 Address Ave
City, State 12345-6789
(123) 456-7890

OBJECTIVE	A position using leadership and interpersonal skills to further my education and training and the CAP Cadet Program.
SUMMARY	Experienced in leadership positions emphasizing organization, management and public relations skills.
QUALIFICATIONS	<p><u>Management and Administration.</u> Currently in charge of 10 cadets, including 3 cadet staff. Responsible for planning activities and personnel assignments for Squadron meetings and special events. Prepared and implemented yearly, quarterly, monthly and weekly schedules. Instituted Squadron Cadet of the Month program. Created and implemented multiple forms and spreadsheets used to increase efficiency of Squadron operations.</p> <p><u>Leadership and Public Relations.</u> Served as Cadet Commander/ Ground Team Leader on numerous squadron-level SAREXs. Served on recruiting staff during multiple airshows and festivals. Coordinated advertising, logistics and personnel assignments for Squadron Open House. Commanded Squadron's Cadet Great Start Program.</p> <p><u>Additional Qualifications.</u> Attended and completed the following training courses: 2011 OHWG Advanced Training Squadron, 2011 Hawk Mountain Ranger School (Advanced GSAR Course), 2011 OHWG Fall PDO Weekend (Basic Cadet Officer Course). Qualified GTM1, SET and UDF.</p>
EXPERIENCE	
2009-Present	Cadet Commander, Pathfinder Cadet Squadron, Middletown, Ohio
2008-2009	Flight Sergeant, Pathfinder Cadet Squadron, Middletown, Ohio