

Sample Limited Resume

John C. Smith, (List certifications such as CPP, CFE, PCI, etc.)
Smith Investigations, LLC
San Francisco, California
Email address

PROFESSIONAL EXPERIENCE:

(No. of) years progressive responsibility and investigative experience with (Agency) (Military, federal, state, city. If multiple, breakdown. If no government years private sector experience.

(No. of) years experience as Security Director for Fortune 500 Corporation.

(No. of) years experience as private investigator and/or security consulting.

SPECIAL EXPERTISE: (Limit 4)

School Security Programs – 10 years

Financial Crime Investigations – 10 years

Hostage Negotiation – 10 years

Training/Investigation/Security – 15 years

Background Investigations

Computer Forensics (etc.)

EDUCATION: (Degree/diploma hour courses only – not individual classes)

Example: B.S. in Public Administration, Podunk University

Example: M.A. in Security Management, Webster University

Example: Post MA studies, Business Administration / Criminal Justice

TRAINING: (Military, federal agency, civilian specialized courses) 5 Max.

Example: Polygraph

Example: TSCM

Example: Narcotics, SWAT

Example: State Police, FBI, Academics, Mil. Schools, City PD

Example: Counterintelligence, Executive Protection, Homicide, etc.

PROFESSIONAL ASSOCIATIONS: (5 Max. List Intellenet last)

ASIS International

Former Special Agents of the FBI

Association of Certified Fraud Examiners

Intellenet

NOTABLE ACCOMPLISHMENTS: (Limit 5 entries)

List Publications, significant awards, teach academic internships