

CIVILIAN EDUCATION AND OCCUPATION ADDITIONAL SKILLS SUMMARY

RANK, NAME, AND SOCIAL SECURITY NUMBER:

| CIVILIAN EDUCATION | DEGREE | FIELD |
|---------------------------|---------------|--------------|
| | | |
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| | | |

LICENSES/CERTIFICATIONS HELD:

CIVILIAN EMPLOYMENT BACKGROUND:

FOREIGN LANGUAGE SKILLS:

Language: _____

Speak:

Read:

Write:

Knowledge of Culture:

SAMPLE

CIVILIAN EDUCATION AND OCCUPATION ADDITIONAL SKILLS SUMMARY

RANK, NAME, AND SOCIAL SECURITY NUMBER:

CPT John D. Taylor, SSN: XXX-XX-Last four SSN

| CIVILIAN EDUCATION: | DEGREE | FIELD |
|------------------------|--------|-------------|
| PARKWAY NORTH | HS | HS |
| UNIVERSITY OF MISSOURI | BS | Mathematics |

LICENSES/CERTIFICATIONS HELD: Certified Public Accountant

CIVILIAN EMPLOYMENT BACKGROUND:

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|------------------|---|
| Mar 95 – Present | Account Representative, Jones Building Supply, St Louis, MO. Responsible for commercial accounts of building supplies and materials, including fabricated products. |
| Feb 92 – Feb 95 | Branch Manager, Dial Finance Corp, Chesterfield, MO. Responsible for operation of a branch office, hiring and firing of personnel, operation budgets, loan approvals, collection of accounts, and office administration. |
| Jan 90 – Jan 92 | Manager Trainee, Dial Finance Corp, Chesterfield, MO. Responsible for processing loans and collection of delinquent accounts. |

FOREIGN LANGUAGE SKILLS:

Language: French **Speak:** X **Read:** X **Write:** X **Knowledge of Culture:** X