YOUR NAME

SECURITY OFFICER

City, ST | (000) 000-0000 | your.email@example.com

PROFESSIONAL SUMMARY

[Write 2 to 3 sentences: your experience level, the kind of site you have worked or trained for, and the post you want. Name real duties such as access control, patrol, or report writing.]

LICENSES AND CERTIFICATIONS

[Security officer license, issuing state | Current or status]
[Armed endorsement or firearm qualification, only if you hold it | Date]
[CPR/AED, first aid, or crisis training | Year]

SKILLS

Access control: [Only skills you have used, such as visitor check-in, ID checks, or vehicle checks]
Reporting: [Incident reports, shift notes, radio communication]
Safety: [First aid, de-escalation, alarm response]
Tools: [Radio, CCTV, badge system, Microsoft Office]

PROFESSIONAL EXPERIENCE

[Job Title], [Employer, City, ST] [Mon YYYY - Mon YYYY]

- [Action + site or post + method + result you can explain in an interview.]
- [Describe a real duty, such as how many people or vehicles you checked each shift.]
- [Add a report, patrol, or response detail that is true for you.]
- [Add a detail about the site, such as building type, number of entrances, or hours covered.]
- [Add a true detail about training someone, covering a post, or following a procedure.]

[Earlier Job Title], [Employer, City, ST] [Mon YYYY - Mon YYYY]

- [Related duty that supports the security role you want.]
- [Another true duty or result.]
- [Another true duty or result from this job.]

ADDITIONAL TRAINING

[Course name, provider | Year]
[Course name, provider | Year]

EDUCATION

[Diploma or degree, school, city, ST | Year]