**Sample Student**

Wheaton, IL 60024

630-546-4992

[samplestudent@gmail.com](mailto:samplestudent@gmail.com)

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**FIREFIGHTER - CAPTAIN**

Extensive experience as a motivator and coordinator, able to focus the efforts of diverse groups to a common goal. Excellent emergency response management record and safety regulation knowledge base. Strong ability to direct a cohesive emergency response team with the highest degree of mutual respect and professionalism.

**PROFESSIONAL EXPERIENCE**

**Firefighter** **- Captain** June 20xx to Present

Wheaton Fire Department, Wheaton, IL

* Utilize modern firefighting methods, fire prevention safety and suppression techniques, EMS and disaster preparedness in daily work and in leading training sessions
* Assist in overseeing operations of department including planning and directing recruitment activities, purchasing equipment and writing policies and procedures
* Manage accreditation requirements and participate in budgeting process
* Interact effectively with public, employees, unions, village officials and department team
* Develop initiatives to maintain department efficiency and responsiveness to community residents and businesses

**Firefighter**

Elgin Fire Department, Elgin, IL June 20xx to May 20xx

* Provided quick and immediate response to emergency calls including freeing people trapped in buildings, combating fires, using rescue equipment and performing first-aid before medical emergency services arrived
* Operated fire suppression tools including firefighting hose, portable fire pumps, aerial ladder and used rescue/protective equipment
* Conducted thorough checks on sites where fires occurred
* Educated citizens and local businesses about measures to prevent fire outbreak in their homes and offices
* Monitored and maintained equipment used in fire and other emergencies to ensure immediate readiness

**Volunteer Activities**

Boys and Girls Club of America, Elgin IL September 20xx to Present

American Red Cross, Arlington Heights, IL March 20xx to Present

**Education**

Western Illinois University, Macomb, IL May 20xx

Bachelor of Science in Fire Protection Services

Harper College, Palatine, IL

Associate in Applied Science, Fire Science Technology May 20xx