[Your Name]

[City, State] | [Phone] | [Email]

SUMMARY

Licensed security officer with [number] years at [site types, for example offices, warehouses and events]. I run access control, patrol on a set schedule and write clear incident reports. Available for [shifts, for example overnights and weekends].

LICENSES AND CERTIFICATIONS

[Security officer license or guard card], [State], valid through [Month Year]
[CPR and first aid], valid through [Month Year]
[Any other training, for example de-escalation], [Year]

SKILLS

- Access control and visitor check-in
- Foot and vehicle patrols
- Incident reports and daily activity logs
- Alarm response and camera monitoring
- Calm, clear communication with the public

EXPERIENCE

[Security Officer], [Security company] at [type of site]
[City, State] | [Month Year] to Present

- Check in about [number] visitors and contractors a shift and keep the visitor log accurate.
- Patrol the site every [number] hours and record each round in [the patrol system or log].
- Write incident reports the same shift, used by the client for [insurance or follow-up].
- Respond to alarms and call police or fire when the post orders require it.

[Previous job title], [Employer]
[City, State] | [Month Year] to [Month Year]

- [A line that shows reliability, customer service or working alone on a shift.]

AVAILABILITY

[The shifts you can work]. [Own transportation, if you have it, since sites change].

EDUCATION

[High school name, or GED program], [City, State]
[High school diploma or GED], [Year]