

CRIMINAL JUSTICE

Below is an example of a [job announcement](#). Your resume should address the qualifications and requirements for the position in the Skills/Qualifications section.

Job title: Police Officer - Entry

Job Type: Full Time

Location: City of Redmond – Redmond, WA

Police officer candidates will enjoy a professional and healthy work environment with resources for training, equipment and career advancement opportunities. The Redmond Police Department values respect, professionalism, dedication, leadership and commitment to serving our community.

Job tasks include, but are not limited to:

- Provide customer service to the community and internal department members while providing emergency aid, security and protection to the citizens of Redmond
- Patrol business and residential areas
- Respond to requests for information and assistance
- Engage in long-term solution oriented activities aimed at enhancing the safety and wellbeing of residents
- Provide formal and informal leadership on a daily basis while creating a positive work environment

Qualifications:

Required:

- 90 quarter or 60 semester hours of coursework from an accredited college or university
- Passing scores on the Public Safety Testing written and physical exams
- Valid Washington State Driver's license upon hire

Desired:

- Ability to function effectively in teamwork environment
- Knowledge of laws, regulations and ordinances as well as use and care of firearms, motor vehicles and other police related equipment
- Ability to cope with situations firmly, courteously and tactfully with respect for the rights of others

Please send a resume and appropriate documents that serve as proof of successfully completing required education/experience. We are looking for evidence that you have the skills, experience, and abilities indicated in this announcement.

CRIMINAL JUSTICE

Joshua Adam Johnson
~~5300 Pacific Avenue SE~~
Olympia, WA 98506

Because employers rarely send anything by regular “snail” mail, street addresses are optional (city/state is OK). I would advise that it be left off any resume posted online (except for Saints4Hire, because it is a closed system).

(360) 234-6789

Joshua.johnson@stmartin.edu

Do not label these as “Phone:” or “e-mail” – it’s obvious what they are.

Also, make sure your email address is professional and includes only your name.

Profile: this section should make it clear what position you are applying for and should include the keywords from the job ad. For example:

Graduate of Saint Martin’s University’s Criminal Justice program with coursework and experience in the criminal justice and crime prevention fields. Successful in working in a variety of situations and with a variety of people and helping to foster a cohesive work and team environment.

Skills and Qualifications This is the MOST important section of a resume. Employers will usually take about 5 seconds to scan to see if the skills listed are what they are looking for in the job ad.

- Bachelor of Arts in Criminal Justice from Saint Martin’s University
- Over two years’ experience working in the criminal justice field
- 27 credit hours in criminal justice coursework including *Juvenile Rehabilitation*, *Community Corrections*, and *Philosophy of Law*

The bulleted statements address the skills gained over a period of time in different workplaces that match the skills they are looking for.

Education Bachelor of Arts in Criminal Justice, Saint Martin’s University, Lacey, WA
Graduation date May 2016
Dean’s list, fall of 2015 (3.87 GPA)

Always list the most recent first. You may add other college experience to the second page – only include it here if it is relevant to the job.

Omit high school!

Experience This section may contain both PAID and UNPAID experience. On a job application form, it will probably be separate. Your resume, however, is a summary of what experience you will bring to a specific job, no matter where or how you got it.

CRIMINAL JUSTICE

J. Johnson

Page 2

2015-2016 Washington State Patrol – Internship

- Rode along with patrolling officers and observed daily interactions with community members
- Job shadowed personnel in each department of police headquarters

2012-2014 Olympia Soup Kitchen Volunteer

- Helped prepare and serve meals to community members in need

2010-2014 Office of Campus Life – Work Study

- Managed front desk and helped schedule and track events

Your resume can go more than one page – put your name and page 2 on the second page and make sure your first page has the most relevant information on it.

Bullets under jobs/experience should be limited to no more than three. It is not necessary to list every job you ever had – this student probably worked some fast food or in-home jobs too where he developed his interpersonal and communication skills.

Leadership Dean's list, fall of 2015 (3.87)

Saint Martin's basketball team member, 2012-2016

Society of Fellows member, 2013-2016

President of Psychology Club, 2013-2016

Interests These are optional, and should ONLY be included if related in any way to the type of work you will be doing.

References

Available upon request.

References go on a separate page with your name and contact information (like your resume heading). Make sure you indicate how you know each reference and provide contact information for them. Let your references know when you have provided their name to a potential employer.

CRIMINAL JUSTICE

Cover Letter Format

Your Address
City, State, Zip
Phone
E-Mail

This information may be at the top or after our name at the end.

Date

Name of Contact Person
Title
Organization
Street Address
City, State, Zip

Dear (Contact Person's Name):

Opening Paragraph: The reason you are writing.

State why you are writing and name the position or type of position for which you are applying. Mention how you learned of the position and the name of any referring person. Briefly describe why you are interested in this particular position.

Body of the Letter: Show enthusiasm for what you like to do.

Briefly describe the skills and/or experiences you have that fit the requirements of the position. If you have related experiences, mention your qualifications and achievements. This is your chance to give the reader more insight into who you are as a person. Do not repeat your resume. This is the time to mention **personal qualities or special experiences and motivators**.

Closing Paragraph: Directly, but politely, indicate your desire to further discuss your qualifications in an interview. Make it easy for the reader to contact you by providing your phone number, email and the best time to reach you. Thank the contact person for his or her time and consideration.

Sincerely,
(Leave four spaces between *sincerely* and *your typed name*)

Your signature

Your typed name
(Two spaces)

CRIMINAL JUSTICE

Sample Cover Letter

5555 Pacific Ave SE
Lacey, WA 98503
360-555-3235
Joshua.johnson@stmartin.edu

June 27, 2016

Steve Miller, Human Resources
City of Redmond Police Department
8701 160th Ave NE
Redmond, WA 98052

Dear Mr. Miller,

One of my former supervisors from the Washington State Police Department in Olympia, Mr. Williams, referred me to your current job opening. I am very interested in furthering my career in the criminal justice system, and this position seems to be a great and challenging opportunity to begin.

I am a recent graduate of the Saint Martin's University Criminology and Criminal Justice program. During my time at Saint Martin's, I was involved in several extracurricular activities, clubs, and volunteer programs. The courses I took included *Juvenile Rehabilitation*, *Community Corrections*, and *Philosophy of Law*. My time also included an internship at the Washington State Police Department, during which I observed and participated in many aspects of both in-office and patrol work. My studies and other experiences have given me the opportunity to foster my teamwork, leadership, communication and interpersonal skills, as well as improve my understanding of the manufacturing and machine operation fields.

I would appreciate the opportunity to meet with you and visit the City of Redmond Police Department in person to discuss the needs and qualifications you are seeking for this position. Thank you for taking the time to look over my resume. I look forward to hearing from you in the near future.

Sincerely,

Joshua Johnson

Enc. Resume