

Font Size for Body of
Resume: 11-12

Font Styles: Times New Roman or Arial

1" margins on entire document

Font Size for Name: 14-16

MARK J. MILITARY

111 N. 8th Street ■ Willow, NE 61111 ■ (402) XXX-XXXX ■ markm@yahoo.com

OBJECTIVE: To obtain the Law Enforcement Officer position that will allow me to provide the highest level of communication, safety, security, and service.

Use clear, concise
objective

EDUCATION

Associate of Arts Degree, [Date]
Concentration: **Criminal Justice Law Enforcement**
Northeast Community College, Norfolk, NE GPA: 3.6

Only include GPA
if 3.0 or higher

MILITARY

Marine Corps Military Police Officer, *Location* [Dates]

Start each
description
with a strong
action verb

List jobs -
most recent
first

- Provided the commander continuous support by enforcing the law on base.
- Prevented and suppressed crime by assessing command physical security posture.
- Preserved military control by quelling disturbances, investigated offenses, and apprehended offenders.
- Protected property and personnel, provided flightline security.
- Registered and controlled privately owned vehicles and weapons.
- Investigated traffic accidents and controlled traffic.
- Involved with antiterrorism efforts, conducted defensive combat operations
- Supervised brig operations and correctional custody units.
- Responded to emergency and routine calls investigating complaints of minor to complex incidents.
- Completed detailed reports including identifying, locating and interviewing all witnesses and/or suspects and reviewing all documents and statements.
- Responded to fire and medical emergencies and assisted fire and medical personnel.
- Operated and controlled alarm systems, radio dispatching equipment, enhanced 911 system and various telecommunicating devices.
- Served as official escort for EMS, dignitaries, and funeral processions.

Watch verb
tenses—use
present tense
if still at
job/past
tense if not.

SPECIALIZED TRAINING AND CERTIFICATIONS

- CPR, AED and First Aid, Dates
- Firearms Training, Dates
- Radar and Laser Master Instructor Course, Dates
- DUI and Standardized Field Sobriety Test Course, Dates
- Emergency Vehicle Operators Course, Dates
- Domestic Violence training, Dates

AWARDS - MILITARY

- Marine Corps Good Conduct Medal, Date
- Presidential Volunteer Service Award, Date
- Certificate of Commendation, Date
- Global War on Terrorism Service Medal, Date
- Combat Action Ribbon, Date

Second page should at least have your name and page 2, or can use same heading as page 1.

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EMPLOYMENT

Police, Fire and Ambulance Dispatcher, City of Hope, IA May [Year] to Present

- Receive incoming telephone or alarm system calls regarding emergency and non-emergency calls.
- Determine response requirements and priorities of situations; dispatch units in accordance to established procedures.
- Question callers to determine their locations, nature of problems to determine type of response needed.
- Record, update and retrieve information from teletype networks and computerized data systems regarding to information on wanted persons, stolen property, and vehicle registration.
- Record accurate details of calls, dispatches and messages.

ACTIVITIES – CAMPUS

- Criminal Justice Association, President, Dates
- Specialized Narcotics Abuse Reduction Effort (SNARE), Volunteer
- Project Extra Mile (prevent underage drinking), Volunteer

Get involved!
Employers like to see people who are active.

REFERENCES

Ask references before using and ask where they wish to be contacted (home or work). Avoid using relatives as references.

Mr. XXXX XXXX
Title
Company Name
Address
City, State, Zip Code
(XXX) XXX-XXXX
Email Address

Ms. XXXX XXXXX
Title
Company Name
Address
City, State, Zip Code
(XXX) XXX-XXXX
Email Address

Mr. XXXX XXXX
Title
College
Address
City, State, Zip Code
(XXX) XXX-XXXX
Email Address

OTHER TIPS:

- All resumes are different....choose a format that works for YOU!
- Avoid using a resume template or Wizard format!
- Using an Objective statement will direct your resume: Ex. To obtain XYZ position with XYZ company
This statement is placed after your name heading.
- Refer to job description to pull out key words.
- Avoid the use of "I" or first person.
- Use bold, italics, and bullets to draw attention to important items.
- Appearance should be professional and "clean" looking with no spelling or grammatical errors.
- Layout of resume should be easy to read with proper spacing between sections.
- Sections of resume may vary (i.e. you may have Clearances, Special Awards, Travel, Qualifications, Languages, Profile, Relevant Coursework, Special Project, Internship, etc.)
- Don't list age, race, gender, marital status or religious affiliation.
- List job description items in order of importance (i.e. if waitress, list customer service skills before cleaning tables).
- Use 20-24 pound paper in conservative color (white/ivory/gray)
- If possible, use matching envelope or send in a white envelope.
- Always have at least one person review your resume before sending.
- Keep a copy for your records and follow up with the employer if needed.