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Times New
Roman or Arial

1" margins on
entire document

Font Size for
Name: 14-16

MARK C. LAW

1800 Parker Circle ♦ Norfolk, NE 68701 ♦ (402) 371-0000 ♦ *mlaw1@hotmail.com*

OBJECTIVE

To obtain the Correctional Officer's position at XYZ Agency

Use clear, concise
objective

Font Size for
Body of Resume:
11-12

EDUCATION

Associate of Arts degree in Criminal Justice

Emphasis: Law Enforcement

Northeast Community College, Norfolk, Nebraska

Expected Graduation: May [year]

GPA: 3.3

Only include GPA if
3.0 or higher

INTERNSHIP

Investigation Intern

Summer [year]

Omaha Police Department, Omaha, Nebraska

Start each
description
with a
strong
action verb

- Conducted background checks
- Observed and participated in suspect/witness interrogations and interviews
- Provided support for undercover investigation
- Updated court cases in the computer system

WORK EXPERIENCE

Resident Assistant

August [year]-Present

Simon Hall, Northeast Community College, Norfolk, Nebraska

List jobs -
most recent
first

- Monitor visitors to building and answer phone calls
- Serve as the communication link between administration and resident students
- Act as facilitator and mediator for resident students
- Provide educational programs for students' intellectual and cultural enhancement

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

Security Guard

August [year]-August [year]

Great Dane Trailers, Wayne, Nebraska

- Monitored and patrolled the plant grounds and buildings
- Logged daily activities including truck transfers out of the plant
- Reported any accidents, theft and vandalism to appropriate supervisors

Farmhand

October [year]-August [year]

Baker Farms, Winside, Nebraska

- Assisted with harvest and livestock
- Worked extended hours in all weather conditions

HONORS AND ACTIVITIES

Criminal Justice Association, Member and Past President

Specialized Narcotics Abuse Reduction Effort (SNARE), Volunteer

Project Extra Mile (prevent underage drinking), Volunteer

Intramural Sports, Participant

Security National Bank Scholarship

Eagle Scout

Get involved!
Employers like to
see students who
have been active
on campus and in
the community.

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

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REFERENCES

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

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

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

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

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 Qualifications, Profile, Relevant Coursework, Special Project, Internship, Military, 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.