

SAMPLE Criminal Justice Résumé

NAME

334 Indiana Drive • Kokomo, IN 46902 • (765) 555-5555 • name@email.com

Seeking a position in the field of:

CRIMINAL JUSTICE / LAW ENFORCEMENT

CITY—STATE—FEDERAL—PRIVATE

- Highly motivated, energetic law enforcement graduate with strong work ethics and professional goals
- Bring five years of service in office support and retail sales positions while attending college full-time
- Bi-lingual with articulate fluency in English and Spanish; personable, easy-going communication style
- Meet challenges head on; work well in stressful situations in a fast-paced setting
- Analytical with a lot of common sense, intuitive instincts, and ability to think outside the box
- Maintain excellent research, organization, time management, and problem assessment/resolution skills

EDUCATION

Bachelor of Arts in Criminal Justice- 2011

Indiana University Kokomo

Selected Courses:

- Analysis of Criminal Behavior
- Concepts of Forensic Science
- Abnormal Psychology
- Physical Fitness in Law Enforcement
- Criminal Law, Group Dynamics

WORK EXPERIENCE

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| Receptionist , ABC Store, Indianapolis, IN | 4/00—Present |
| Payroll Clerk , DEF Place, Kokomo, IN | 4/02—7/02 |
| Sales Associate , GHI Business, Kokomo, IN | 2/00—6/00 |
| Senior Sales Associate , JKL Sales, Kokomo, IN | 9/99—2/99 |

- Provide front-desk representation, clerical support, and customer service for The Auto Store
- Managed over 50 business payroll accounts utilizing cross-trained experience in teller and payroll services
- Prepared and uploaded weekly exempt/non-exempt payroll data into network system for clients to download
- Completed mandatory training that included a film study on a mock robbery to learn observation techniques
- Held increasingly responsible sales positions, achieving recognition for over-quota floor sales and cashier management skills, and manager-requests to return during school breaks based on performance and reliability
- Provided excellence in customer service while assisting in all areas of inventory and display merchandising

COMPUTER SKILLS

Microsoft Word, Lexis-Nexis, PsychInfo, Criminal Justice Abstracts, InfoTrak Health, Sociological Abstracts, Internet research