

Font Styles:
Times New
Roman or Arial

1" margins on
entire document

Font Size for
Name: 14-16

BOB C. JUSTICE

800 North Main Street ♦ Wayne, NE 68787 ♦ (402) 375-0000 ♦ *bjust1@hotmail.com*

Font Size for
Body of Resume:
11-12

OBJECTIVE
To pursue a career in Criminal Investigation

Use clear, concise
objective

Only include GPA if
3.0 or higher

EDUCATION
Bachelor of Science in Criminal Justice
Concentration: Law Enforcement
Wayne State College, Wayne, Nebraska
Expected Graduation: May [year]
GPA: 3.3

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

September [year]-Present

Berry Hall, Wayne State College, Wayne, Nebraska

List jobs -
most recent
first

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

- 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

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 harvesting and livestock
- Worked extended hours in all weather conditions

HONORS AND ACTIVITIES

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

C.A.T.S. (Campus Awareness Towards Safety), Volunteer Escort
Criminal Justice Association, Member and Past President
Intramural Sports, Participant
Dean's List, 2 semesters

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. Former Employer
Human Resources Manager
Great Dane Trailers
402 Centennial Road
P.O. Box 00
Wayne, NE 68787
(402) 375-XXXX

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

Ms. Carol Day
Criminal Justice Instructor
Social Sciences Division
Wayne State College
1111 Main Street
Wayne, NE 68787
(402) 375-7000

Ms. Former Employer
Berry Hall Director
Wayne State College
1111 Main Street
Wayne, NE 68787
(402) 375-XXXX

OTHER TIPS:

- All resumes are different...choose a format that works for YOU!
- Never use a resume template or Wizard format!
- 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, or Relevant Coursework instead of Internship)
- Never list age, race, gender, marital status or religious affiliation
- List job description items in order of importance (i.e. if waitress, list customers service skills before cleaning tables)
- Print final copy of resume on laser printer
- Use 20-24 pound paper in conservative color (white/ivory/gray)
- If possible, use matching envelope
- Always have at least one person review your resume before sending
- Note: If resume is to be scanned, different rules apply as you avoid using bullets, italics, underlining and bold.