

# Joe Example

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1234 Resume Boulevard  
Rochester, NY 14620  
585-555-1212  
email@address.com

## **Objective:**

Full-time position in the law enforcement field

## **Education:**

**Associate in Applied Science, Criminal Justice: Police, May 2005**  
Monroe Community College, Rochester, NY

## **Relevant Courses:**

Criminal Law I & II	Introduction to Criminal Justice
Principles of Investigations	Constitutional Law and Rights of People
Criminal Evidence	Community Values & the Administration of Justice
Juvenile Justice	Police Management and Supervision
Criminology	Civil Liberties
Introduction to Sociology	Psychology of Interpersonal Relationships

## **Work Experience:**

### **Police Officer Intern, Rochester Police Department, Rochester, NY, Summer 2003**

- Assisted with general police duties to the public including: patrol of the county, enforcing of statutes, taking and investigating criminal and accident reports, processing and transport of prisoners, serving civil process and warrants, equipping and setting up of patrol units, monitoring of traffic and some dispatching
- Attended Burglary Prevention and Crime Awareness Seminars

### **Security Officer, Marketplace Mall, Henrietta, NY, May 2000-May 2003**

- Responsible for providing security for daily mall operation, including monitoring customers and employees to maintain internal and external loss control
- Managed a staff of up to 10 persons at any one time, hired and trained new personnel
- Enforced standard operational procedures to ensure the highest level of security
- Conducted security evaluations/investigations/interviews

## **Military Experience:**

### **US Army, Staff Sergeant, 1990-2000**

- Assigned to Army Security Agency, working with Top Secret Clearance
- Served as room supervisor for Top Secret mission

## **Additional:**

Member, Okinawa Isshin Ryu Karate Club, Monroe Community College, 2002-Present

## **References:**

Available upon request.