**Criminal Justice Resume Template**

Career, Mentoring, and Professional Development Center

Shippensburg University of Pennsylvania

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**Name**

Contact Information (Address, Phone number, Email address)

**EDUCATION/TRAINING** (TRAINING is optional)

 **Bachelor of Science in Criminal Justice**,Expected Graduation, Month, Year

 Minor: (if applicable)

 Shippensburg University, Shippensburg, PA

 The Academy of Criminal Justice Sciences (ACJS)

 QPA: (list if noteworthy; 3.0+)

**Possible subheadings under Education:** Study Abroad; Honors; Relevant Coursework

**LANGUAGES** (include level of proficiency)

**PROFESSIONAL INTERNSHIPS**

**Title,** Organization(dates involved)

City, State

* List relevant duties performed during internship
* Use past tense action verbs to describe duties

**RELEVANT EXPERIENCE
Title** (for Community Service, your Job Title may be “Volunteer”), Organization, (dates)City, State

* Describe duties/responsibilities
* Be specific
* Use “buzz” words related to the field
* Begin each bullet with an action verb; No personal pronouns

**Relevant Projects/Research Projects:**

**Title of Project/Research**, dates conducted

* List duties/responsibilities; scope/size of the project; human subject approval (if relevant); funding/financial support of project; outcomes of research/project
* Was project submitted/approved for publication?
* Use past tense action verbs to begin each bulleted statement

**Campus Leadership/Involvement** (Highlight any leadership roles or positions held)

**Leadership Role,** Organization(dates)

**COMMUNITY SERVICE** (more passive involvement such as Blood drives, Relay for Life, marathons)

Organization (dates); Organization (dates); Organization (dates); Organization (dates);

**CERTIFICATIONS/CLEARANCES** (could be separated into two headings)

American Red Cross Adult/Child/Infant CPR, dates

American Red Cross First Aid, dates

Pennsylvania State Police Request for Criminal Records (Act 34), date

Department of Public Welfare Child Abuse History Clearance (Act 151), date

Federal Criminal History Record Information, date

**First Name, Last Name, Page 2 of 2**

**Selected Professional Development/Conferences Attended**

Title of Conference/Seminar/Workshop, Sponsoring Organization/Location, date

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**ADDITIONAL EXPERIENCE**

**Job title**, Company (dates)

**Job title**, Company (dates)

**OR:** Variety of full-time, part-time, and seasonal positions to finance further education

**Other Possible Headings to Incorporate In Resume**

Computer Skills; Military History; Campus Leadership/Involvement; Professional Memberships/Affiliations; Business-Related Experience; Non-Profit Experience; Coaching Experience; Publications