

Chronological Format: Sample 1

JASON DOE

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School Address:

18 Estes Drive Extension
Carrboro, NC 27510
(919) 555-1312

Permanent Address:

1234 West Street
Chapel Hill, NC 27514
(919) 555-1212

OBJECTIVE To obtain a challenging position as a municipal police officer.

EDUCATION University of North Carolina at Chapel Hill May 200x
Bachelor of Arts – Sociology GPA: 3.23

HONORS Municipal Police Training Academy
• Outstanding Academic Achievement for graduating top of the class
Dean’s List - 5 Semesters

CERTIFICATIONS North Carolina ACT 120 Certification

RELATED EXPERIENCE *KEYSTONE ADOLESCENT CENTER*, Raleigh, NC January 200x-Present
Case Manager Intern
• Supervise and secure the safety approximately 24 delinquent and troubled adolescents
• Teach residents respect, discipline, and how to make better decisions
• Provide counseling and guidance
• Monitor progress and behavior
• Prepare and submit weekly/monthly reports for Juvenile Courts
• Lead and implement daily chores

BUREAU OF POLICE, Chapel Hill, NC August-May 200x
Police Intern
• Assisted detectives with Criminal Investigation Division and juvenile investigations
• Accompanied detectives to criminal trials at the Erie County Court House
• Engaged in the procedures of arresting, booking, and dispatching units
• Accompanied officers on patrol throughout a city of 119,000 residents

PARKING AUTHORITY, Chapel Hill, NC February 199x-July 199x
Security Guard
• Diminished criminal activity in and near city parking ramps
• Patrolled parking areas to ensure the safety of patrons

OTHER EXPERIENCE *LOGAN MAINTENANCE*, Charlotte, NC May 199x-June 199x
Landscaping Supervisor
• Ensured maintenance of approximately 90 properties
• Supervised and trained new employees

ACTIVITIES *President*, Municipal Police Training Academy – Class 66, 199x
Associate Member, Fraternal Order of Police, 199x -9x
Volunteer, United Cerebral Palsy Association, 199x

REFERENCES Available Upon Request

Use of bullets make resume easier to scan for employers.

Effective use of specific numbers to quantify accomplishments.