

**Name**

Town, NJ Zip 973-555-5555 (c) 973-555-5555 (h) myemail@cse.com LinkedIn url

**~ Future Law Enforcement Officer ~ Strong Technology Skills ~**

Experienced professional with a history of building successful results. Quick and thorough learner resulting in the ability to advance knowledge and then train subordinates.

Demonstrated communicator, excelling at building relationships with all levels of constituents as evidenced by excellent supervisor performance reviews.

**PROFESSIONAL EXPERIENCE**

- Education in justice studies includes (name the types of information gained in courses specific to the job you are pursuing). Academic accomplishments have resulted in GPA of xxxx
- Work effectively within teams as well as independently to not only meet but exceed team and individual goals. Example: during internship increased municipal law enforcement office efficiency of inventory control by 20% resulting in a departmental saving of approximately \$7,500 per anum.
- History of taking initiative which resulted in a new internship training program.
- Noted for ability to remain on task until goals were reached. Received corporate supervisor commendations for achieving zero client complaints during five year period.
- Producing a feedback system which allowed business to collect and then respond to client issues in timely manner.

**RELATED WORK HISTORY**

<b>Name of employer</b>	Town, NJ	Month/Yr-Month/Yr
<b>Job Title</b>		
<b>Name of employer</b>	Town, NJ	Month/Yr-Month/Yr
<b>Job Title</b>		
<b>Name of employer</b>	Town, NJ	Month/Yr-Month/Yr
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<b>Job Title</b>		
<b>Name of employer</b>	Town, NJ	Month/Yr-Month/Yr
<b>Job Title</b>		

**EDUCATION & CERTIFICATIONS**

**BA, Justice Studiues** – The College of Saint Elizabeth, Morristown, NJ Honors May, YR  
 Certified xxxx, (who certified by), Town, NJ Yr -Present  
 CPR/AED Certified – American Red Cross – Yr-Present

**LANGUAGE & TECHNICAL SKILLS**

List all languages & technology proficiencies including software, hardware systems, social media used for professional purposes, etc.