

# CRIMINAL JUSTICE RÉSUMÉ SAMPLE

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## Olivia Benson

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### EDUCATION

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Bachelor of Arts in Criminal Justice with a minor in Philosophy  
The University of Texas at El Paso (UTEP)

May 20XX  
Overall GPA: 3.75/4.00  
Major GPA: 4.00/4.00

#### Honors & Affiliations:

Dean's List – Fall 20XX and Spring 20XX  
Liberal Arts Honors Program, Member, Fall 20XX – Present  
Criminal Justice Student Society (CJSS), Secretary, Fall 20XX – Present

#### Relevant Courses

Correctional Systems & Practices  
Police Systems and Practices

Criminology  
Criminal Procedure

### PROFESSIONAL EXPERIENCE

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Intern

May 20XX – Present

#### Juvenile Probation Department

El Paso, TX

- Served in the Challenge Residential Program by engaging with young women with activities such as art therapy and leadership workshops for four months
- Created activities such as journaling and group discussions to encourage self-awareness and self-expression
- Assisted correctional officers in completing daily tasks and occasionally aided in maintaining records

Front Desk Assistant

August 20XX – April 20XX

#### UTEP College of Liberal Arts Student Success Center (C.L.A.S.S.)

El Paso, TX

- Managed and directed incoming calls to the relevant department staff
- Scheduled meetings for students and provided information about the guidance process
- Increased work productivity by developing a new filing system to organize over 3,000 student files

### VOLUNTEER EXPERIENCE

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Volunteer Advocate

June 20XX – September 20XX

#### CASA of El Paso (Court Appointed Special Advocates)

El Paso, TX

- Conducted and presented the judge with a thorough research on the child's background to assist the court in determining the child's future.
- Demonstrated a commitment to fulfilling the child's needs and resolved the case in a timely and appropriate manner
- Assumed the role of the child's representative in court and proposed suggestions ensuring the best interests of the child were upheld.

### SKILLS

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- Fluent in oral and written Spanish
- Proficient in MS Word
- Extensive use of MS PowerPoint
- Knowledgeable in legal terminology and Texas Child Laws

# Accomplishment Statements

**Accomplishment Statements** are the statements in the experience section of your résumé that highlight your relevant skills, abilities, and/or contributions to an organization. Statements should include an action and a result listed with bullet points.

**Start with a verb to emphasize a skill (result) then add how you accomplished the result (action).**

It is important to tailor your statements to the job description and include measurable data as much as possible.

**See examples of accomplishment statements in the “Experience Section” on page one.**

## Job Description

1. Read and analyze the job description
2. Identify the required skills listed for the job
3. Match your experiences to the skills listed in the job description

## Measurable Data

**Quantify when possible using:  
numbers, percentages, dollar amount(s), or  
time frames**

## Action Words

Verbs that strongly promote your skills and accomplishments

### Critical Thinking/ Problem Solving

Analyze	Increase
Assess	Integrate
Compare	Measure
Determine	Organize
Devise	Research
Diagnose	Supervise
Evaluate	Synthesize
Execute	Verify

### Communication (Oral/Written)

Address	Express
Author	Interpret
Share	Persuade
Convey	Present
Network	Promote
Demonstrate	Review
Draft	Speak
Edit	Write
Negotiate	Respond
Connect	

### Teamwork/Collaboration

Assist	Organize
Brainstorm	Orient
Calculate	Plan
Collaborate	Process
Consolidate	Schedule
Construct	Supervise
Demonstrate	Support
Envision	Unite

### Technology

Access	Implement
Analyze	Integrate
Calculate	Install
Coordinate	Launch
Deliver	Maintain
Design	Manage
Develop	Troubleshoot
Engineer	Organize
Program	

### Leadership

Administer	Guide
Assess	Manage
Clarify	Mentor
Create	Motivate
Delegate	Oversee
Encourage	Recruit
Establish	Supervise
Facilitate	Train
Direct	

### Professionalism/ Work Ethic

Achieve	Exceed
Act	Handle
Adapt	Improve
Evaluate	Implement
Deliver	Produce
Demonstrate	Reach
Drive	Simplify
Establish	Work

### Career & Self-Development (Confidence/Advocacy)

Advise	Defend	Inform	Facilitate
Advocate	Diagnose	Master	Supported
Coach	Enhance	Negotiate	Guide
Communicate	Expand	Consult	Pursue

### Equity and Inclusion

Celebrate	Engage	Empower
Communicate	Identify	Validate
Discuss	Interact	
Educate	Understand	

Updated: 8/23