

## FIRST NAME LAST NAME

City / State

Emailaddress@provider.com

Phone Number

www.linkedin.com/in/yourprofilenamehere/

### OBJECTIVE

A \_\_\_\_\_ position utilizing my \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ skills

### EDUCATION

**Bachelor of Arts in Sociology**, May 20XX  
Northern Illinois University, DeKalb, IL  
GPA: 3.4/4.0

**Associate in Arts**, May 20XX  
Elgin Community College, Elgin, IL  
GPA: 3.5/4.0

### RELATED COURSES

- Juvenile Delinquency
- Criminology
- The Criminal Justice System
- Deviance in Society
- Punishment and Corrections

### CRIMINAL JUSTICE INTERNSHIP

**Intern**, DeKalb Police Department, DeKalb, IL, January 20XX-April 20XX

- Participated in ride-along experience with officers to learn appropriate behavior and demeanor when interacting with potential suspects and victims
- Reviewed police reports to understand the importance of proper documentation

### COMMUNITY INVOLVEMENT

**Mentor**, DeKalb County Juvenile Court Services Mentoring Program, DeKalb, IL September 20XX - Present

- Provide guidance and support to a 13 year old mentee and demonstrate appropriate behavior
- Complete activity reports and logs to inform probation officers and staff of any problematic behavior

**Toy Drive Volunteer**, St. Joseph Parish, Elgin, IL October 20XX - January 200XX

- Collected donations for parish toy drive for needy families annually
- Supported diverse families through delivery of packages

**Peer Juror**, Elgin Police Department Peer Jury, Elgin, IL May 20XX - February 20XX

- Listen to cases of juvenile defenders and come to a decision with other jury members on appropriate retribution for the offense
- Maintain confidentiality throughout all aspects of the case

### ADDITIONAL EXPERIENCE

**Server/Trainer**, Ruby Tuesday, DeKalb, IL, June 20XX-present

- Trained 12 new team members on the policies and procedures of the restaurant
- Developed strong time management and customer service skills, effectively managing 6 tables at once