

Joe Friday

2500 Rolling Road

Salisbury, MD 21000

Home: (410) 555-1212 Office: (410) 800-1212

● Job Title and Vacancy Announcement Number: **TTC -XX- Law Enforcement Officer**

Veteran's Preference: N/A

Federal Civilian Status: N/A

Country of Citizenship: U.S.A.

CERTIFICATIONS: Firefighter II, National Professional Qualifications Board, Licensed Paramedic

EDUCATION:

Salisbury University — Wicomico County, Salisbury, MD 21801

Degree: Bachelor of Science Degree, magna cum laude, May 20xx

Academic: GPA: 3.85/4.0

Major: Physical Education

Academic Honors: Fall 20xx, Spring 20xx, and Fall 20xx

Honor Society Membership: Phi Kappa Phi

Wicomico High School, Salisbury, MD 21801

College preparatory curriculum, received diploma, June 20xx

TRAINING

Introduction to Criminal Justice

WorWic Community College, Salisbury, MD, 21801, January — May 20xx

COMPUTER SKILLS: Macintosh and PCS, Microsoft Windows, Microsoft Works, WordPerfect

EMPLOYMENT HISTORY:

Nordstrom

10400 Mill Run Circle, Owings Mills, MD 21117

From: 11/95 — To: Present

Salary: \$8.00/hour

Hours: 20-30/week

Supervisor: Christopher Troutman

Telephone: (410) 555-1212

Present employer may be contacted.

Position: Loss Prevention Specialist

Duties/Responsibilities:

- Educate associates regarding external losses of merchandise. Ensure compliance with security procedures. Prevent external loss by using surveillance techniques, undercover operations, and physical deterrents. Provide a safe environment for both employees and customers. Control internal loss by monitoring physical inventory and financial transactions.

VOLUNTEER EXPERIENCE:

Salisbury Volunteer Fire and Ambulance Company, 6/XX — 4/XX

Salisbury, MD 21801, 15 — 20 hours per week

Supervisor: Roger E. Waters, Telephone (410) 555-8989

Position: Volunteer Firefighter — Active volunteer in community, with the duty of providing quality medical care to the sick and injured, and preservation of life and property.

(Note: Don't forget to address the KSAs in Vacancy Announcement!)