

Richard Anderson

1234 West Avery Street Carlisle, MS 01741

123-456-7890 rickanderson@email.net

**SAMPLE
Resume**

Summary of Skills

Excellent Communication, Interpersonal and Verbal Skills •Fluent in Spanish• Strong Computer Skills•
Observant and Detail Oriented •Met Standards Set by the Mississippi Police Training Commission

Education

20xx **Delta State University** **Cleveland, MS**

Bachelor of Science
Major: Social Justice and Criminology

Related Coursework:

Justice Policies	Social Theories
Philosophy of Law Enforcement	Community Based Corrections
Philosophy of Juvenile Justice	Juvenile Correction Theories

Experience

20xx-Present **Hollywood Casino** **Tunica, MS**

Gaming Surveillance Officer

- Observe casino operations for irregular activities
- Keep written and recorded records of patron actions
- Monitor statistics of casino earnings
- Ensure casino is safely operating at all times

20xx-20xx **City of Cleveland, Parks and Recreation** **Cleveland, MS**

Youth Soccer Coach

- Conducted physical drills and practices
- Organized social events for the team
- Directed weekly training sessions.
- Selected teams for weekend matches

20xx-20xx **Youth Village Center** **Indianola, MS**

Teen Mentor

- Assisted in providing safe and supporting environment for young people
- Coordinated rule system of the center
- Built trust of the young people
- Invented positive reward based point system for children's behavior
- Created three interactive games involving math and movement

Honors and Activities

- President's List
- Society of Social Justice Scholarship
- Omicron Delta Kappa Scholarship
- Criminal Justice Club, Treasurer
- Student Government Association
- Habitat for Humanity, Volunteer
- Youth Village Mentor

**DO NOT
Duplex or Staple
Actual Resume**

Richard Anderson

1234 West Avery Street Carlisle, MS 01741

123-456-7890 rickanderson@email.net

References

Mr. William Scott

Current Supervisor
Chief of Security
Hollywood Casinos USA Tunica Division
5678 Players Cove
Tunica, MS 32275
662-843-5584
wscott@hollywoodtunica.com

**SAMPLE
References**

Dr. Jonathan Smith

Academic Advisor/Assistant Professor of Social Sciences
Delta State University
P.O. Box 3262
Cleveland, MS 38733
662-846-4242
jjsmith@deltastate.net

Mr. Dan Smith

Former Supervisor
Youth Village Center
P.O. Box 831
Indianola, MS 32254
662-742-9331
dsmith@youthvillages.gov

Ms. Nina Ritchie

Former Supervisor
City of Cleveland Parks and Recreation
P.O. Box 1055
662-846-4797
ninaritchie@cityofclevelandparks.org

**DO NOT
Duplex or Staple
Actual Resume**

Richard Anderson

1234 West Avery Street Carlisle, MS 01741

123-456-7890 rickanderson@email.net

August 1, 20xx

**SAMPLE
Cover Letter**

Mr. Sam Stevens
Mississippi Department of Corrections
1234 University Avenue
Jackson, MS 39105

Dear Mr. Stevens:

I am interested in the Youth Training officer position within the Mississippi Department of Corrections. Upon investigation of the position, I believe that I possess the knowledge, experience, skills and talent to make a significant contribution to the success of the organization's mission, "_____".

I received my Bachelor of Science degree in Social Justice and Criminology in May of 20xx, and I am looking for an opportunity to put my skills and knowledge to use within your organization. I am confident that my current position within the security field and past positions working with youth will be an asset to your organization. The position at the Mississippi Department of Corrections will give me the opportunity to utilize my skills to help meet your goals.

The position at the Mississippi Department of Corrections reflects my interests and abilities. I am very excited about the possibility of joining the team and working closely with the team members. To provide you with more information about my experiences and education, I have enclosed my resume. Thank you for your time and consideration.

Sincerely,

Richard Anderson
Richard Anderson

Enclosure

**DO NOT
Duplex or Staple
Actual Resume**

Criminology Interview Questions:

- Tell me about yourself.
- What are your strengths?
- What are your weaknesses?
- Why do you want this job?
- Where would you like to be in your career five years from now?
- What attracted you to this career?
- What can you do for us that other candidates can't?
- What do you know about this industry?
- Give me an example of a time that you felt you went above and beyond the call of duty at work.
- Can you describe a time when your work was criticized?
- Have you ever been on a team where someone was not pulling their own weight? How did you handle it?
- Tell me about a time when you had to give someone difficult feedback. How did you handle it?
- What is your greatest failure, and what did you learn from it?
- What irritates you about other people, and how do you deal with it?
- If I were your supervisor and asked you to do something that you disagreed with, what would you do?
- What was the most difficult period in your life, and how did you deal with it?
- Give me an example of a time you did something wrong. How did you handle it?
- What irritates you about other people, and how do you deal with it?
- Tell me about a time where you had to deal with conflict on the job.
- If you found out your company was doing something against the law, like fraud, what would you do?
- What's the most difficult decision you've made in the last two years and how did you come to that decision?
- Describe how you would handle a situation if you were required to finish multiple tasks by the end of the day, and there was no conceivable way that you could finish them.
- How would you go about establishing your credibility quickly with the team?
- How long will it take for you to make a significant contribution?
- What do you see yourself doing within the first 30 days of this job?
- If selected for this position, can you describe your strategy for the first 90 days?
- How would you describe your work style?
- What would be your ideal working environment?
- What do you look for in terms of culture -- structured or entrepreneurial?
- Give examples of ideas you've had or implemented.
- What techniques and tools do you use to keep yourself organized?
- If you had to choose one, would you consider yourself a big-picture person or a detail-oriented person?
- Tell me about your proudest achievement.
- Was there a person in your career who really made a difference?
- What kind of personality do you work best with and why?
- What do you ultimately want to become?
- What is your personal mission statement?
- Who has impacted you most in your career and how?
- What is your greatest fear?
- What's the most important thing you learned in school?
- Why did you choose your major?
- What will you miss about your present/last job?
- What is your greatest achievement outside of work?
- What are the qualities of a good leader? A bad leader?
- Do you think a leader should be feared or liked?
- How do you feel about taking no for an answer?
- How would you feel about working for someone who knows less than you?
- How do you think I rate as an interviewer?
- Tell me one thing about yourself you wouldn't want me to know.
- Tell me the difference between good and exceptional.
- What kind of car do you drive?
- There's no right or wrong answer, but if you could be anywhere in the world right now, where would you be?
- What's the last book you read?
- What magazines do you subscribe to?
- What's the best movie you've seen in the last year?
- What would you do if you won the lottery?
- Who are your heroes?
- What do you like to do for fun?
- What do you do in your spare time?
- What is your favorite memory from childhood?