

WHICH RESUME IS BEST FOR YOU?


Chronological

- Most common, most preferred by employers/hiring managers
- Provides a **timeline of employment history**
- **Emphasizes dates, job titles, and names of employers**
- Most recent job/school listed first, reverse chronological order
- Most appropriate for high school/college graduate **entering workforce for first time**
- Also **works well for people with stable work history** to show **consistent growth within a career field**

Functional

- **Accentuates skills, experiences, and accomplishments** in terms of functions performed on the job rather than dates of employment
- Company names, dates, titles played down, sometimes omitted
- Typically starts with objective, followed by **skills category featuring summaries of skill areas pertaining to objective** (objective should directly relate to job you're applying to)
- **Appropriate for seeker who has held a variety of jobs in unrelated career fields** or who has had gaps in employment history

Chronological



Hank Johnson

555-555-1212
hjhs@email.com

123 West 57th St., Apt. 1G
Anytown, TX 10010

CAREER OBJECTIVE

Law Enforcement Administrator

SUMMARY OF QUALIFICATIONS

Highly motivated and capable law enforcement graduate with solid work ethic and professional goals. Three years experience in security operations and law enforcement management support while attending college full time. Bilingual with an articulate fluency in both written and spoken Spanish and English. Excellent interpersonal skills dealing with co-workers and clients. Proven ability to work well in stressful situations while maintaining excellent organization, time-management, and problem resolution skills.

EDUCATION

June 2010 **Sam Houston State University, College of Criminal Justice** Huntsville, TX
B.A., Criminal Justice
Majors: Criminal Justice, Legal Studies
GPA: 3.65/4.00
Important Coursework: Communication Studies, Information Assurance, Psychology, Sociology

WORK EXPERIENCE

March 2010 - Present **B.I. Incorporated** Boulder, CO
Junior Bilingual Case Specialist (Work-Study)

Assist in providing case management, field visitation, and supervision of immigration participants. Aid in the completion of assessments, monitored participation, verified residence and employment, perform home visits, and ensure participants' attendance at court appearances. Also provide case management services involving non-US citizens whose status is under review by Immigration and Customs Enforcement.

March 2008 - February 2010 **Yale Enforcement Services** Dallas, TX
Armed Security Officer/Security Guard

Patrolled industrial premises to prevent and detect signs of intrusion. Ensured security of doors, window, and gates. Monitored and authorized entrance and departure of employees, visitors, and other persons. Prepared written reports of daily activities and irregularities, such as equipment and property damage, theft, presence of unauthorized persons. Interacted with police and fire departments in emergencies. Warned persons of rule infractions and evicted violators from premises.

HONORS

- Acknowledgement by Sam Houston State University of 100+ hours of community service for security including crowd traffic control, parking service, and community events in and around the University properties.
- NRA Explorer Marksmanship bar for 8 hours of firearms safety training.
- Commendation - proficiency in drug abuse prevention training and service; 50 hours service in two drug prevention projects.

RELATED ACTIVITIES & INTERESTS

- Alpha Phi Sigma National Criminal Justice Honor Society
- Crime Victims Service Alliance
- Society of Forensic Science
- Phi Alpha Delta Pre-Law Society

Functional



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123 Elm St., Apt. 1G
Anytown, TX 10010

CAREER OBJECTIVE

Law Enforcement Administrator

AREAS OF COMPETENCY

- Administration**
- Assisted in providing case management, field visitation, and supervision of immigration participants.
 - Aided in the completion of assessments, monitored participation, verified residence and employment, performed home visits, and ensured participants' attendance at court appearances.
 - Provided case management services involving non-US citizens whose status is under review by Immigration and Customs Enforcement.
- Law Enforcement/ Security**
- Patrolled industrial premises to prevent and detect signs of intrusion. Ensured security of doors, windows, and gates. Monitored and authorized entrance and departure of employees, visitor, and other persons.
 - Prepared written reports of daily activities and irregularities, such as equipment and property damage, theft, presence of unauthorized persons.
 - Interacted with police and fire departments in emergencies. Warned persons of rule infractions and evicted violators from premises.
- Community Relations**
- Developed constructive relationships with members of local fire, police, and emergency medical response professionals that led to improved communications and quicker response times.
 - Assisted in the preparation and presentation of department statistics and activities reports for city officials.
- Languages**
- Bilingual with an articulate fluency in both written and spoken Spanish and English.
 - Basic understanding of Morse code.
 - Basic understanding of American Sign Language (ASL).

PROFESSIONAL EXPERIENCE

March 2010 - Present	B.I. Incorporated <i>Junior Bilingual Case Specialist</i>	Boulder, CO
March 2009 - February 2010	Yale Enforcement Services <i>Armed Security Officer/Security Guard</i>	Dallas, TX

EDUCATION

June 2010	Sam Houston State University, College of Criminal Justice <i>B.A., Criminal Justice</i>	Huntsville, TX
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HONORS

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