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THE HANDBOOK FOR PROFESSIONAL WRITING

**JOHN
JAY** COLLEGE
OF
CRIMINAL
JUSTICE

Center for **CAREER
& PROFESSIONAL
DEVELOPMENT**

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Dear Students and Alumni,

You know, a lot of folks think that a resume and cover letter are the starting points for an effective job search. They are wrong. While your resume and cover letter are critical tools in the process, you should have done some exploration and reflection before you even contemplate applying for a job or internship opportunity!

Our hope in the Center for Career & Professional Development is that you will use the resources and events in our office to assist you in this process. We are here to help YOU!

So, if you think you're ready to put that resume together, start here. This booklet is for your information, and we are delighted to assist you with questions about specific types of resumes or jobs to which you are applying. Take a stab, write your first resume or cover letter. Then, bring it in to our office so that we can review it with you.

Remember, "**Your Success = Our Success.**"

We hope to see you soon!

LIST OF SERVICES

**WE OFFER A VARIETY
OF SERVICES TO SUIT
YOUR NEEDS:**

Drop-In Counseling

Resume/Cover Letter Reviews

Interview Preparation

One-on-One Career Counseling & Advising

Professional Skill Development Workshops

Career Panels

Strong Skills Interest Inventory

Myers Briggs Type Indicator

John Jay Careers Online

Employer Information Sessions

Professional Suit Closet

Job & Internship Fairs

Graduate & Professional School Fair

Internships

Alumni Networking

Graduate School Planning Assistance

TABLE OF CONTENTS

- Resumes 6**
- Types of Resumes 7
- Resume Section 8
- Resume Tips 16
- Frequently Asked Questions 17
- Sample Resume Action Verbs 18
- Chronological Resume Sample 20
- Functional Resume Sample 22
- Graduate Student Resume Sample. 23
- International Student Resume 24
- Federal Resume Sample. 25
- Graduate School Resume Sample 31
- Curriculum Vitae Sample 33

- Cover Letters 36**
- Types of Cover Letters 37
- Application Letter Sample. 41
- Networking Letter Sample. 43
- Inquiry Letter Sample 44
- Decline Letter Sample 45
- References Sample. 50
- Salary History Sample 51

- Sending Your Materials 54**
- Proofread Your Documents 55
- Resources 58

RESUMES

YOU...ON A PAGE

A resume is a succinct introduction that reflects your education, experience, accomplishments, and skills as they pertain to your career and education goals. Its purpose is to market the product (you) to the needs of the consumer (the employer). How you market yourself on your resume will determine whether or not you are granted an interview. However, the resume itself does not guarantee employment. If it gets you an interview, then it has served its purpose.

Remember, Your Resume Is Your First Impression To The Employer So:

- Tailor each resume to the specific job and employer
- Use appropriate spelling and grammar
- Have it reviewed by a career counselor

Before Drafting Your Resume...

- List and define your values, goals, skills, and experiences. Consider those factors that are important to your career and role in the workplace.
- Research the organization/industry and position. Use sites such as Onet Online, Glassdoor and Vault.
- Create a professional voicemail (no music or slang) for the phone number you will use.
- Create an appropriate e-mail address: it's best to use your name or your John Jay e-mail address.

What Do Employers Want?

Employers are interested in what you can do for them to assist them in meeting their goals—not what you can gain as a result of them hiring you. You should personalize your resume to the organization and demonstrate your transferable skills. Employers are interested in your skills regardless of the field or position in which you acquired them. Finally, show how you accomplished your tasks (it is not just what you did but how you did it).

THERE ARE FIVE COMMON SKILLS THAT EMPLOYERS LOOK FOR FROM ALL EMPLOYEES:

- 1. EFFECTIVE COMMUNICATION (WRITTEN AND SPOKEN)**
- 2. STRONG WORK ETHIC**
- 3. TEAMWORK & LEADERSHIP**
- 4. CRITICAL & ANALYTICAL THINKING**
- 5. ABILITY TO TAKE INITIATIVE**

TYPES OF RESUMES

There are essentially three (3) resume formats:

Chronological Resume Format:

This is the most widely used and acceptable resume style. Content is organized in time sequences with the most recent listed first. This style is particularly effective for students whose education and experience correlate with their professional interests.

Functional (Skills-Based) Resume Format:

Although this style is less common among college students, it is ideal for those who have significant gaps in their work history, have held numerous unrelated jobs, and whose work experience is not directly related to their career path. It highlights specific skills, personal qualities, and combines duties and accomplishments from an array of jobs to address the employer's needs.

Combination (Hybrid) Resume Format:

This style merges elements of the chronological and functional formats. Traditionally, this format leads with an outline of one's functional skills then chronicles employers in reverse chronological order. Of the three, this is seldom used, largely because of its repetitive nature.

RESUME SECTIONS: THE ESSENTIAL

CONTACT INFORMATION:

Includes your full name, current and permanent (if applicable) address (i.e. Street Address, City, State, Zip Code) phone number, professional e-mail address, and your LinkedIn profile (optional but useful).

EDUCATION:

Indicates the schools you attended. If you attended multiple academic institutions, list them in reverse chronological order. You must include the location (city & state only) of each institution as well as your majors, degrees, concentrations (if appropriate), and academic honors and awards if applicable. Include your GPA if it is over 3.0. Use only graduation dates for schools where you obtained degrees.

EXPERIENCE:

Indicates the positions you have held including paid, volunteer, part-time, seasonal, and internships. Outline your responsibilities, projects you have worked on, goals achieved and the skills you utilized to achieve them. Begin each statement with a strong action verb and avoid using words such as “responsible,” and “handle.” Quantify as much as possible and show how your skills and ideas lead to positive results for the organization. Highlight transferable skills and key words associated with the industry/field you are applying to. Make sure you tell the reader the organization name, job title, location, employment dates, and strategic duties.

Note this section can be labeled and sub-sectioned in a variety of ways including breaking into Relevant vs. Other Experience or creating additional sections for “Leadership & Campus Involvement”.

SKILLS:

Showcases your language ability, laboratory, computer, and other technical skills. Make sure you accurately describe skill level using key words and phrases associated with the field or industry.

RESUME SECTIONS: THE OPTIONAL

Objective:

This is not essential to your resume. In fact most students should refrain from using objectives because by applying to the position, employers automatically know that you want the job. So, when would you want to use one? Typically, when your resume might be seen by many different recruiters from a variety of industries or areas within an organization. For instance, if you are dropping hard copy resumes at a career fair, you might want to use your objective statement to point out that you are interested in opportunities in corporate security or accounting, but not investment banking or sales. A good example is: "Seeking challenging position in corporate security in New York City."

Relevant Course Work:

Often listed as a sub-heading to education, the title speaks for itself. Course work should be relevant to the position you are applying for. List course work without course numbers and try limiting it to six.

Honors and Awards:

Also a sub-section of education that includes merit-based special certificates and academic achievements.

Volunteer Activities:

Includes on and off-campus organizations, clubs, student publications and charitable groups you belong to. Be sure to include the name of all organizations, your job/position title (if applicable), and date of duration and brief description of what you did.

Interest:

Indicates unique non-academic experiences and special accomplishment. Do you travel extensively? Are you the next Leonardo da Vinci or an avid marathon runner?

Professional Organizations:

Showcases professional organizations that are affiliated with your career and field of interest. See the Encyclopedia of Associations for a list of professional organizations related to your career.

Study Abroad Experience:

Incorporating your study abroad academic experiences or internships on your resume is an opportunity to demonstrate to potential employers your flexibility, global knowledge, and facility to adapt to new surroundings. If leveraged successfully, your international exposure will add value to your professional credentials and differentiate you from other candidates. Your study abroad experience may be included on your resume as a sub-section of education or as a separate category, depending on the extent of your international experiences.

Leadership:

Campus activities, community service, committee involvement, and club memberships are great ways to communicate your leadership skills to potential employers. If you have held significant leadership roles (on or off campus) describe your duties in detail and consider listing them as relevant components to your career goals, alongside your work experiences.

Portland Police Bureau



WE'RE HIRING

- \$67,000- \$98,000+ Starting salary
- 4-Day Work Week
- Employer paid benefits and retirement
- \$5,000 TO \$10,000 Signing bonus
- \$2,500 Relocation assistance
- Excellent training
- Rewarding Experiences

Portland: A City with some RANK!

1st	Best Foodie City in the U.S.	WalletHub
1st	Best Cities for Beer Drinkers	smartasset
1st	Top 10 Domestic Airports	Travel+Leisure
2nd	Most Hipster City in the World	MoveHub
3rd	Best Places for Business and Careers	Forbes
3rd	Healthiest Cities in the U.S.	WalletHub
4th	Best City in the U.S. for Singles	WalletHub
5th	Best Bike City	Bicycling Magazine
5th	America's Fittest Cities	American College of Sports Medicine
6th	Best Places to Live in the USA	U.S. News
7th	Best Big City in the U.S. to Live	WalletHub
15th	Best Cities for Millenials in America	Niche



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 March 13, 2020
 0800-1500

Save yourself a trip to Portland, OR and come prepared to do the written exam from 0800-1500

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RESUME VS. CURRICULUM VITA (CV):

What is the difference between a Resume and a CV?

A resume should include highlights of your academic coursework and professional experiences that are most relevant to the industry and positions to which you are applying. A CV is a comprehensive summary of all your experiences including your education, publications, awards and professional accomplishments.

Why do I need a resume or CV?

Your resume and cover letter documents are your marketing pieces; they are a large part of what get you the interviews. Strive for a polished, error-free resume that highlights your strengths and skills. The most important thing to remember is that you want to market your best talents, skills and experiences in a way that is easy for potential employers to discern why you want to work with them and how you are prepared to do so. Remember, past performance predicts future behavior. A comprehensive, well-written CV can help you present your research and academic work to faculty members, at conferences, and other academic arenas.

When do I use them?

A resume is used to apply for positions in various industries in the corporate, not-for-profit, and government sectors. Use a CV for academic positions to which you are applying such as teaching, faculty, grant and scholarship applications.

How long should they be?

For new graduate students and those with five years of work experience or less, we generally recommend a 1 page resume. On the other hand, a CV may often be several pages, and it is a holistic description of all of your education, publications, awards and professional experiences.

See the Curriculum Vitae Sample on pages 33 and 34.

FEDERAL RESUMES:

This resume is designed specifically for the federal government as well as some state and local government agencies. It adheres to many contemporary resume rules (sections, content, and grammar/spelling) but differs because it requires you to include information that is not typically requested by regular employers. Required information includes your: social security number, application/announcement number, title, series and grade of job for which applying, country of citizenship, veteran's preference, reinstatement eligibility, highest Federal civilian grade held (if applicable), hours worked, supervisors' and contact information. If these guidelines are not followed, your application will be rejected.

The purpose of a traditional resume is to get an interview but a federal resume gets you "certified" by Human Resources providing you can "show" your qualifications. Use key words! It does not matter if you are the most qualified person for the position, if you do not use the right keywords, your application will go unnoticed. To know what keywords to use, study job announcements carefully particularly those that are connected to your area of interest. In doing so, you will notice keywords, buzzwords, and other credentials such as skills, experience, and education that are relevant to your area of interest.

BEFORE CREATING A FEDERAL RESUME, REMEMBER:

- Read job vacancy announcements very carefully
- Follow instructions: some agencies may have their own requirements
- Federal resumes are written in chronological format (other formats will not be accepted)
- Be concise; ensure hiring managers can assess your main credentials in 10 to 15 seconds
- Ensure critical information jumps off the page
- Quantify as much as possible
- Effectively sell yourself on the top quarter of the first page
- Resume should be no more than three (3) pages long and cover the last 10 years
- Proofread! Proofread! Edit! Then visit career services to have your documents reviewed
- Visit usajobs.gov and studentjobs.gov for additional information on jobs and internships with the federal government.

See the Federal Resume Sample on pages 25 and 26.



EDUCATION BENEFITS

For Soldiers of the NY Army National Guard
NATIONALGUARD.COM

STATE TUITION ASSISTANCE

<http://dmna.ny.gov/education/?id=rirp>

- Covers 100% of tuition to any SUNY or NY State College for every semester; full or part-time
- Use towards a Bachelors degree producing program
- Can be used in combination with GI Bill benefits
- Can use towards private schools (highest SUNY rate)

MONTGOMERY GI BILL

http://www.benefits.va.gov/gibill/mgib_sr.asp

- Pays additional \$392 a month tax-free for 36 months
- Paid directly to Soldier; can be used for anything
- Must be serving on 6 year contract
- Potential for \$350 Kicker (AFQT of 50 or higher)

FEDERAL TUITION ASSISTANCE

<http://www.militaryta.com/taarmy.shtml>

- \$250 per semester hour up to \$4000 yearly
- Covers 16 credit hours a year
- Can't use with GI Bill benefit towards same courses

STUDENT LOAN REPAYMENT

<http://dmna.ny.gov/education/?id=elrp>

- Pays up to \$50,000 in federal student loan debt
- Pays 15% or \$500 per year (whichever is greater)
- Eligible at enlistment (AFQT and MOS dependent) or when reenlisting for 6 years after initial contract
- Can add additional loans during reenlistment

SIMULTANEOUS MEMBERSHIP PROGRAM

<https://dmna.ny.gov/arnng/ocs/?id=rotc>

- Link National Guard service with ROTC training
- Become eligible for up to a 3 year ROTC scholarship
- Use your Guard benefits while receiving ROTC benefits
- Depending on ROTC contract keep ability to go Active

PLUS GET UP TO A \$20,000 BONUS FOR NEW & PRIOR SERVICE APPLICANTS



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Stop by 185 West Broadway (at Leonard Street), call 212.431.2888, or email admissions@nyls.edu to tour our campus and learn about our J.D. and LL.M. programs.



CASES is one of New York City's leading providers of alternatives to bail and incarceration. Our staff advocate for participants in court and provide behavioral health treatment and other services onsite at our offices and in the community.

CASES is hiring!

- Court Representatives/Liaisons
- Case Coordinators
- Social Workers MSW, LMSW, LCSW
- Youth Mentors
- Peer Specialists/Credible Messengers
- Psychiatric Nurse Practitioners
- Mental Health Counselors
- Administrative Roles
- And many more!

View opportunities at www.cases.org/careers



SAN JOSE POLICE DEPARTMENT



Police Recruit: **\$98,051.00 - \$152,415.00**

Your career starts here. The San Jose Police Department (SJPD) is hiring officers. If you are new to law enforcement, you will be hired as a Police Recruit and attend the San Jose Police Academy before becoming a SJPD Officer.

Apply online at www.SJPDYou.com

The San Jose Police Department is now accepting the National Testing Network (NTN) scores

MINIMUM QUALIFICATIONS:

- No experience or training required
- At least 20 ½ years-old at the time of application
- U.S. high school diploma or General Educational Development (GED); waived if you have a college degree from an accredited college within the U.S.
- Forty (40) semester college credits or 60 quarter college credits from a U.S. accredited college or university. Credits in-progress from another police academy are not accepted.
 - **Military Veterans with an honorable discharge can substitute four (4) years of service in the U.S. Air Force, Army, Navy, Marines or Coast Guard in lieu of the minimum college credit requirement**
- Must be a U.S. citizen or a permanent resident alien who has applied for citizenship
- Possession of a valid U.S. driver's license
- Must have at least 20/40 corrected vision
- No felony, domestic violence or misdemeanor assault convictions; cannot currently be on probation or parole

BENEFITS:

- Paid Academy training for Police Recruit of **\$40.47/hour**
- Annual base pay range for Police Officer with required POST training completed in the SJPD Academy: **\$98,051 to \$152,415**
- Paid vacation and sick time accrual annually
- Annual uniform allowance of \$675
- Four-day work-week, ten-hour shifts
- Bilingual pay – 2.5%



For information visit us at www.SJPDYou.com
/SJPDYou for testing, hiring and recruiting information and updates



RESUME POINTERS

- We recommend 1" margins
- Font size should be 10 to 12 point in a standard font like Arial, Times New Roman, or Georgia
- Keep a general resume and use it to create multiple resumes tailored to specific job opportunities
- Do not include references or the phrase "References available upon request." If references are requested, attach these in a separate document.
- Do not use "I" statements or other personal pronouns on your resume
- Do not use resume templates
- Quantify your achievements. Numbers add value (ex. Increased sales by 30%)
- Create a professional email address, or use your John Jay address
- When mailing a hard copy, print resume on thicker stock paper (white or beige)
- E-mail resume using .pdf format
- Pay attention to subject-verb agreement

Frequently Asked Questions

Is the length of my resume really that important?

A resume is a summary of your relevant qualifications and is most effective when it is concise and direct. For most industries, a one-page resume is standard. It is best to keep a general resume; its length is not important, since its purpose is not to directly apply to job openings but merely for you to track your own experience. In doing so, you will be deft at creating resumes that are targeted to specific positions and employers. It is advised to consult a career counselor regarding your particular situation.

Does it matter how my resume looks?

Yes, it takes employers approximately 30-45 seconds to review your resume. Although content is important, your resume appearance will determine whether or not employers read it. It is critical that your resume structure is fresh, clean, inviting, and professional.

What is the best way to say “stuff” on my resume?

To quote Rudolf Flesch, “Say what you mean.” The best resumes are clearly written and speak the language of the employer. Refrain from using cryptic abbreviations, jargon, repetition, and wordiness; remember to start your phrases with action verbs.

Is spelling and grammar important?

Yes, the way you write is telling of your intellectual capabilities. Proofread! And always have multiple people review your work. Remember your resume is your first impression on the employer so make it a positive one.

SAMPLE RESUME ACTION VERBS:

By using action verbs, you clearly identify the skill you are trying to highlight.

Management

- Administered
- Analyzed
- Assigned
- Attained
- Chaired
- Consolidated
- Contracted
- Coordinated
- Delegated
- Developed
- Directed
- Evaluated
- Executed
- Improved
- Increased
- Organized
- Oversaw
- Planned
- Prioritized
- Produced
- Recommended
- Reviewed
- Scheduled
- Strengthened
- Supervised

Technical

- Assembled
- Built
- Calculated
- Computed
- Designed
- Devised
- Engineered
- Fabricated
- Maintained
- Operated
- Overhauled
- Programmed
- Remodeled
- Repaired
- Solved
- Upgraded

Communication

- Addressed
- Arbitrated
- Arrange

- Authored
- Collaborated
- Convinced
- Corresponded
- Developed
- Directed
- Drafted
- Edited
- Enlisted
- Formulated
- Influenced
- Interpreted
- Lectured
- Mediated
- Moderated
- Negotiated
- Persuaded
- Promoted
- Wrote
- Publicized
- Reconciled
- Recruited
- Translated

Financial

- Administered
- Allocated
- Analyzed
- Appraised
- Audited
- Balanced
- Budgeted
- Calculated
- Computed
- Developed
- Forecasted
- Managed
- Marketed
- Planned
- Projected
- Researched

Teaching

- Adapted
- Advised
- Clarified
- Coached
- Communicated
- Coordinated
- Guided

- Demystified
- Developed
- Enabled
- Encouraged
- Evaluated
- Explained
- Facilitated
- Informed
- Instructed
- Persuaded
- Set goals
- Stimulated
- Trained

Creativity

- Acted
- Conceptualized
- Created
- Customized
- Designed
- Developed
- Directed
- Established
- Founded
- Illustrated
- Initiated
- Instituted
- Integrated
- Introduced
- Invented
- Originated
- Performed
- Planned
- Revitalized
- Shaped

Administrative

- Approved
- Arranged
- Catalogued
- Classified
- Collected
- Compiled
- Dispatched
- Executed
- Generated
- Implemented
- Inspected
- Monitored
- Operated

- Organized
- Prepared
- Processed
- Purchased
- Recorded
- Retrieved
- Screened
- Specified
- Systemized
- Tabulated

Research

- Clarified
- Collected
- Critiqued
- Diagnosed
- Evaluated
- Examined
- Extracted
- Identified
- Inspected
- Interpreted
- Interviewed
- Investigated
- Organized
- Reviewed
- Summarized
- Surveyed
- Systematized
- Trained

Helping

- Assessed
- Assisted
- Clarified
- Coached
- Counseled
- Demonstrated
- Diagnosed
- Educated
- Expedited
- Facilitated
- Familiarized
- Guided
- Motivated
- Referred
- Represented



ARE YOU LOOKING FOR A MEANINGFUL JOB?

WANT TO GET INVOLVED WITH YOUR LOCAL COMMUNITY?

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Work with children, adolescents, and adults in their own homes; provide training in daily living skills, behavior management, and community integration.

For more information please visit yai.org/careers

YAI Seeing beyond disability.

CHRONOLOGICAL FORMAT

Steven Justice

18 Lunar Place, Apt. 140
New York, NY 10019

(212) 555-5555
steven.justice@jjay.cuny

EDUCATION

John Jay College of Criminal Justice, (CUNY)

New York, NY

Master of Arts in Protection Management, GPA. 3.25

05/20

Bachelor of Arts in Criminal Justice, GPA 3.0

05/18

PROFESSIONAL EXPERIENCE

Training Supervisor at White Sands Missile Range, US Army, NM 09/18 - 05/20

- Managed personnel, finance, and automated systems activities.
- Represented commander by establishing goals and objectives, and setting priorities for accomplishing overall organizational functions.
- Held accountable for all company training including weapons qualifications, common testing, and physical fitness.
- Oversaw training for 500 Military Police in facility security and managed staff of three trainers.
- Passed the Inspector General inspection and received certification.
- Received Armorer qualification, ability to troubleshoot and repair weapons.

Security Supervisor and Squad Leader at Fort Knox, KY

06/16 - 08/18

- Implemented updated security clearance processes and protocols.
- Trained staff in monitoring security system, including cameras and alarm systems.
- Conducted hazardous materials inspections of all facilities and ensured environmental compliance and safety .

Police Officer at Fort Dix, NJ

05/13 - 05/15

- Conducted case intake from initial contact through writing detailed reports on a variety of criminal cases .
- Trained in all basic law enforcement operations including weapons training, riot control tactics, and conflict resolution techniques.
- Worked with team of five officers to research, create, and implement emergency evacuation protocol for base and surrounding civilian areas.

SKILLS AND LANGUAGES

Proficient in Microsoft Office applications

Fluent in spoken Spanish, semi-fluent in written Spanish

COMMENDATIONS

Army Achievement Medal, Fort Knox Special Reaction Team

06/16 - 08/18

CHRONOLOGICAL FORMAT

Jennifer Justice

100 3rd Street, Apartment 2D • New York, NY 10003

(615) 222-0000 • jennifer.justice@jjay.cuny.edu

EDUCATION

John Jay College of Criminal Justice (CUNY), New York, NY
Bachelor of Arts in English, May 2020
GPA: 3.2, Awarded NYS Scholarship for Academic Excellence
Relevant Coursework:
Introduction to Literary Study, Topics in Ancient Literature

WORK EXPERIENCE

Athletics Office, John Jay College of Criminal Justice, New York, NY
Office Assistant, August 2018-Present
Assist with the management of front desk operations. Post game schedules and updates to social media sites.

Subway Sandwich Shop, Brooklyn, NY
Cashier, January 2017-December 2017
Managed credit and cash transactions. Provided prompt and courteous customer service. Maintained the appearance and general upkeep of the restaurant. Controlled merchandise, cash shortages, and other selling expenses.

Interfaith Ministries, Brooklyn, NY
Volunteer Youth Counselor, August 2015-May 2017
Developed and facilitated educational activities for children ages 12-17. Assisted with the organization and marketing of blood drives.

LEADERSHIP ACTIVITIES

John Jay Debate Society, John Jay College of Criminal Justice, New York, NY
Vice President, January 2018-2019
Created and allocated annual budget of \$1500 using Microsoft Excel. Recruited and trained new student members. Assisted with management of competition schedules.

Women's Volleyball, John Jay College of Criminal Justice, New York, NY
Team Captain, August 2018-2019
Manage fitness and training schedules. Develop volunteer and community initiatives.

Yes! you can include your athletic involvement!

SKILLS & LANGUAGE

Fluent in Spanish
Proficient in Microsoft Word, PowerPoint, and Excel
Adobe Photoshop and Web Design

FUNCTIONAL FORMAT

John E. Justice

456 W 59th Street, Apt. 6B New York, NY 10019
(212) 555-5555 • john.justice@jjay.cuny.edu

Education

John Jay College of Criminal Justice/CUNY, New York, NY
Bachelor of Science in Criminal Justice, May 2020
3.6 GPA; Dean's List (2018-2019)

Academic Projects

Women and Crime, John Jay College of Criminal Justice Conducted research in academic databases on measuring the career success of formerly imprisoned women. Authored 15-page paper on research findings.	01/19-05/19
Prisoner Re-Entry and Reintegration, John Jay College of Criminal Justice Created proposal for community program for recently released men Presented proposal to class of 40 students using Prezi	08/18-12/18

Summary of Experience

Communication

Greeted students and referred them to the appropriate career resources.
Conducted surveys through the Community Outreach Program.
Recommended, selected, and helped locate merchandise based on customer needs.
Answered questions regarding the store and its merchandise selection.

Leadership

Served as Captain of John Jay College's men's basketball team.
Taught fellow FWS students how to post jobs in John Jay Careers Online database.
Trained participants in the Community Outreach Program in public speaking, community outreach techniques and strategy, project management, and role-playing scenarios.

Analysis

Developed informational booklets for constituents.
Aggregated and analyzed information collected from focus groups with the aim of improving outreach materials and achieving program goals.
Researched and identified the latest trends in jobs for Liberal Arts majors.

This is a great way to describe your Federal Work Study Experience.

Employment

Office Assistant (CCPD), John Jay College of Criminal Justice, New York, NY	01/19-12/20
Intern, Civilian Complaint Review Board, New York, NY	06/17-8/18
Sales Associate, Macys, New York, NY	06/15-08/16
Cashier, Uniqlo, New York, NY	06/13-08/14

Skills & Languages

Fluent in Spanish.
Proficient in Microsoft Word, Excel, and PowerPoint.
CPR Certified.

GRADUATE STUDENT RESUME

Percy Justice

78 Forensic Lane, Plainview, New Jersey 08830

(222) 123-5678 • percy.justice@jjay.cuny.edu

Education

Master of Arts in Forensic Psychology (May 2020) **GPA: 3.75**

John Jay College of Criminal Justice, New York, NY

Dean's List, 09/2018–05/2019

Bachelor of Arts in Psychology (May 2017), Cum Laude **GPA: 3.85**

Morehouse College, Atlanta, GA

Skills and Certifications

New York State Office of Alcoholism and Substance Abuse Services,
CASAC training and certificate at Outreach House.

Minnesota Multiphasic Personality Inventory 2 (MMPI-II), Sexual Violence Risk Assessment – 20 (SVR-20), Knowledge of: Historical Clinical Risk Management – 20 (HCR-20), Personality Assessment Inventory (PAI); SPSS. Proficiency in Microsoft Excel, Access, Word, PowerPoint, Publisher.

Research

John Jay College of Criminal Justice-CUNY, New York, NY 09/17-Present

Department of Forensic Psychology *Dr. Matthew B. Johnson, Lead Faculty*

Research Assistant

- Conduct a comprehensive review of the empirical research on trans-racial adoption of African-American children by searching psychological, legal, and social work databases.
- Formulate strategies of investing issues related to the topic, especially focusing on issues with racial identity development and policies.

Relevant Experience

Vera Institute of Justice, New York, NY 06/16-08/16

Adolescent Portable Therapy (APT)

Program Assistant-Intern

- Tracked clients in government database.
- Responsible for maintaining all databases related to the project.
- Provided counseling (life coaching) to the participants with drug/alcohol dependence and with mild mental illness.
- Wrote and maintained confidential records which included the patient's progress.

Bronx TASC Mental Health Court Program, Bronx, New York 01/16-05/16

Graduate Intern

- Conducted intake interviews, updated online database and client's physical files.
- Assisted the case manager at court mandated hearings.
- Participated in evaluations and assessments to determine appropriate treatment programs for clients with substance abuse/mental health histories.

Leadership and Affiliation

- President Elect, Psi Chi, John Jay College Chapter, 2018-Present
- Student Affiliate, American Psychological Association, 2017-Present

INTERNATIONAL STUDENT RESUME

Using both addresses demonstrates an openness to jobs in both places.

JAMES JUSTICE
James.justice@jjay.cuny.edu

125 Field Street, Brooklyn, NY 11225
(646) 555-5555

32 Crown Trace, Arima, Trinidad
(868) 555-5555

EDUCATION

John Jay College of Criminal Justice: The City University of New York New York , NY
Bachelor of Arts in Law and Society, May 2020

GPA: 3.7

University of the West Indies Port of Spain, Trinidad and Tobago
Bachelor of Science in Biology, May 2014

GPA: 3.5

EXPERIENCE

Simpkins and Pearson Law Office
Legal Intern

Identify specific software when applicable.

Brooklyn, NY
01/2018-Present

- Review court documents for accuracy
- Conduct case research using Westlaw on past immigration legislation
- Attend court sessions with lawyers
- Prepare and file documents for mediation

Med Labs Incorporated
Laboratory Technician

Arima, Trinidad and Tobago
05/2012-05/2015

- Processed and examined all cultures using Fluorescence microscope
- Created and filed all specimen reports
- Facilitated weekly case conferences for staff members

CAMPUS INVOLVEMENT

- Pre-Law Society 04/18-Present
- Criminal Justice Club 09/17-Present

SKILLS

- Proficient in Microsoft Office Suite (Word, Excel, Access, PowerPoint)
- SPSS

*Please note: You should not include your Visa Status on your resume.

Matteo Justice

One Second St, Apt 84B
New York, New York 10019

matteo.justice@jjay.cuny.edu
(212) 555-5555

Job Announcement Number: WDS-13-21836-DM

I certify that I am a United States Citizen.

EDUCATION

John Jay College of Criminal Justice – (CUNY) New York, NY

Master of Public Administration, May 2020

Specialization: Inspection and Oversight

GPA: 3.75; *Dean’s List: 2018-2020*

Member: Pi Alpha Alpha (The Honor Society of Public Administration)

Hunter College, New York, NY

Bachelor of Science in English with a Minor in History, May 2017

GPA: 3.75; *Dean’s List: 2015-2016*

WORK EXPERIENCE

Central Intelligence Agency (CIA) – New York, NY

Center for the Study of Intelligence (CSI) NY Office Intern May 2018–Present

- Participating in Volunteer Internship Program—No Compensation, 20 hours per week
- Receive and continue to maintain a Top Secret (TS) security clearance
- Actively participate in research for *Studies in Intelligence* and help coordinate and plan summer conferences and seminars for intelligence community
- Perform data-mining, report writing, and preparation of documents for a variety of cases
- May contact supervisor

John Jay College Center for Career & Professional Development – New York, NY

Graduate Assistant for MPA Career Advisor September 2017–May 2018

- Salary: \$15/hour, 20 hours per week
- Conducted one-on-one resume and cover letter reviews with students
- Helped students prepare for interviews by providing mock interview assistance
- Created and presented career development workshops on a variety of topics
- Planned and implemented two career development events each semester
- Responded to student career inquiries over email
- May contact supervisor

Continuum Health Partners – New York, NY

Emergency Management Administrative Assistant June 2013–August 2016

- Salary: \$42500/year, full-time position
- Reviewed and processed purchase requisitions and invoices, filed budgetary reports
- Performed administrative tasks including reception and overall office management
- May contact supervisor

FEDERAL RESUME (CONT'D)

Matteo Justice

1 Second St, Apt 84B
New York, NY 10019

matteo.justice@jjay.cuny.edu
(212) 555-5555

Highlight your
on-campus involvement.

LEADERSHIP EXPERIENCE

John Jay College of Criminal Justice – New York, NY
Student Body President

September 2019–May 2020

- Represented the school body at college and district meetings
- Developed agenda for council meetings

VOLUNTEER EXPERIENCE

American Red Cross – New York, NY
Volunteer

October 2013–December 2014

- Assisted during Hurricane Sandy by securing aid in the form of food and shelter
- Directed families to the appropriate resources

SKILLS

Proficient in Microsoft Office applications
Fluent in spoken Spanish, semi-fluent in written Spanish

REFERENCES

Barbara Johnson, Supervisory Special Agent, CIA-NY
(Professional Reference)
(212) 555-5555
BarbaraJ@CIA.gov

Mary Ann Taylor, Associate Director/MPA Career Advisor at Went College
(Professional Reference)
(212) 555-5555
mtriest@went.edu

Walter Knowles, Director of Emergency Management, Continuum Health Partners
(Professional Reference)
(212) 555-5555
W.knowles@continuum.org



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01

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Log in, click "My Account," then "Exp. Learning."

02

WE WILL APPROVE YOUR APPLICATION

The Career Center will check your pre-requisites and email you when your application is approved!

03

REGISTER ON CUNYFIRST

Once we give you permission to register, you can add the course in CUNYFIRST!

Find an Internship

The Career Center is here to support you in finding an internship!

UPDATE YOUR RESUME

Review our Handbook for Professional Writing online and then bring your resume to the Career Center for review.

APPLY FOR AN INTERNSHIP ON JOHN JAY CAREERS ONLINE

There are hundreds of internships available on John Jay Careers Online!

USE YOUR NETWORK

Check out other websites for internship listings, ask your friends, and faculty, or make an appointment with a Career Counselor!



The Center for Career and Professional Development
The Academic Internship Program
L72.00NB | 212-237-8754 | internships@jjay.cuny.edu

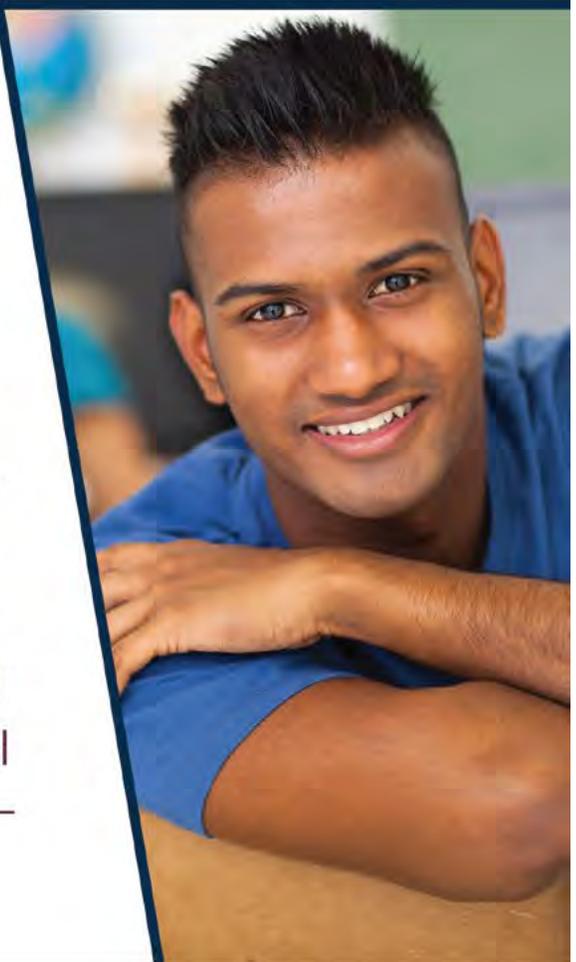


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GRADUATE SCHOOL APPLICATION RESUME

ON YOUR JOURNEY TO APPLYING FOR GRADUATE SCHOOL, YOU MAY NOTICE THAT MOST INSTITUTIONS REQUEST A RESUME. THIS DOCUMENT WILL BE A LITTLE DIFFERENT FROM YOUR JOB/INTERNSHIP RESUME FOR SEVERAL REASONS:

YOU CAN SEPARATE YOUR WORK AND NON-WORK EXPERIENCES INTO TWO CATEGORIES

THERE IS A HEAVY EMPHASIS ON YOUR EDUCATIONAL EXPERIENCE

YOU ARE NOT LIMITED TO ONE-PAGE THOUGH BREVITY IS VALUED

GRADUATE SCHOOL APPLICATION RESUME

PURNIMA JUSTICE

123 Street, Bronx, NY 10457
(347) 555-5555
purnimajustice@jjay.cuny.edu
www.linkedin.com/in/purnimajustice

EDUCATION

John Jay College of Criminal Justice — New York, NY
Bachelor of Arts in Global History, May 2020

GPA: 3.5

Relevant Coursework: Abnormal Psychology, Statistical Analysis and Experimental Psychology

EXPERIENCE

Lane Community College- Bronx, NY 09/2015-15/2018
Career Services: Career Intern

- Coordinated and conducted in-class career planning presentations
- Developed relationships with academic departments through information sessions
- Created 4 year academic plans with students

Remember to include your internship experience

LaGuardia Community College-Long Island City, NY 01/2015-06/2014
Cooperative Education Department: Student Intern

- Coordinated the creation of student E-Portfolios
- Utilized the Place Pro database for internship referrals

PROFESSIONAL ORGANIZATIONS

- Member of the American Psychological Association 09/2016-Present
- Member of the American Psychological Society 09/2016-Present
- President of Psi Chi Psychology Honor Society 01/2019-05/2019

PROFESSIONAL PRESENTATIONS

“African self-consciousness and gender on mate selection.” Poster presentation. Career opportunities in research education and training conference, Puerto Rico. November 2010

“Depression among college students.” Florida Agricultural And Mechanical University IMHOTEK student conference, florida, April 2010

AWARDS AND HONORS

- Recipient of the Anton Grum Scholarship Fund 05/2018
- National Dean’s List 09/2017-05/2018
- John Jay College’s Dean’s List 09/2017-05/2018
- Recipient of the May P. Clay Leadership Award 05/2018

CERTIFICATE & SKILLS

- SPSS
- Dispute resolution certificate 06/2018

CURRICULUM VITAE SECTIONS

CONTACT INFORMATION:

This will be the same format as your resume.

EDUCATION:

This will be the same format as your resume.

RESEARCH EXPERIENCE:

Indicates the research positions you have held. Outline your research studies and every duty for which you were responsible. Make sure you tell the reader the organization name and lead researcher, job title, location and research dates.

TEACHING EXPERIENCE:

Indicates the positions you have held as an instructor of college courses. You can also include experience as teaching assistant in this section.

PUBLICATIONS

This section includes any publications that you have co-authored. Feel free to include manuscripts that are under review.

CONFERENCES:

Professional presentations in which you participated are included here. This can incorporate posters, PowerPoints and lecture formats.

CURRICULUM VITAE

Y. Wong Justice

44 Astor Place
Beechfield, NY 11229
wj@jjay.cuny.edu
(222) 333-1234

Education

Master of Arts in Forensic Psychology, John Jay College of Criminal Justice, NY, 05/2020

Bachelor of Arts in Psychology, Town College, Amherst, MA, 05/2018, Cum Laude

Research Interests

- The influence of race and descriptions of persons in eyewitness identifications
- The impact of minority microaggressions
- The interaction between sexuality and religiosity in people of color

Research Experiences

Graduate Research Assistant (co-leader and member) for Kevin Gross, Ph.D.

John Jay College of Criminal Justice, 09/2018 - 12/2019.

- Created a quantitative scale measuring racial microaggressions.
- Qualitative projects – Focusing on the impact of microaggressions on people of color, and lesbian, gay, bisexual, and transgender individuals through the use of focus group interviews.
- Developed project guidelines, data collection, and data analysis and writing.

Graduate Research Assistant for Jennifer Meyer, Ph.D.

John Jay College of Criminal Justice, 09/2018 - 12/2019.

- Managed multiple data collection projects focusing on eyewitness identification.
- Collaborated in data entry and creating new databases using SPSS.
- Attended bi-weekly lab meetings and participated in journal discussions.

Undergraduate Research Assistant for James Meyer, Ph.D.

University of Massachusetts Amherst, 09/2017 - 01/2018.

- Assisted in measuring temperatures and observing behaviors of lab rats and mice.
- Administered injections of drugs.
- Assisted in the collection of brain tissues from different brain regions.
- Participated in the performance of transcatheter perfusion and fixation of rodents and immunohistochemistry of brain tissues.

CURRICULUM VITAE (CONT'D)

Y. Wong Justice

Teaching Experiences

Undergraduate Teaching Assistant for Gerald Clifton Jr., Ph.D.

University of Massachusetts Amherst, 01/2015 - 05/2016

- Managed weekly discussion groups of 15 Introductory Psychology students.
- Advised and tutored students during office hours.
- Assisted with creating examination questions and graded weekly papers.

Undergraduate Teaching Assistant for Christoph Overtree, Ph.D.

University of Massachusetts Amherst, 09/2013 - 12/2014

- Advised and tutored Abnormal Psychology students during weekly office hours.
- Assisted with creating examination questions and graded writing assignments.

Publication

Manuscript under review

Gross, K.L., Issac, M.A., Justice, Y, Leontu, J., Meter, V. & Wide, M. (2019). Sexual Microaggressions: Perspectives of Lesbians and Gays. *Submitted to Journal of Counseling Psychology.*

Conference Proceedings

Referred Paper

Gross, K.L., Issac, M.A., Justice, Y., Leontu, J., Meter, V. & Wide, M.N. (07/2020). Mental health implication of sexually underrepresented microaggressions. Paper presented at American Psychological Association – Society for the Psychological Study of Lesbian, Gay, and Bisexual Issues. Tallahassee, Florida.

Invited Lecture

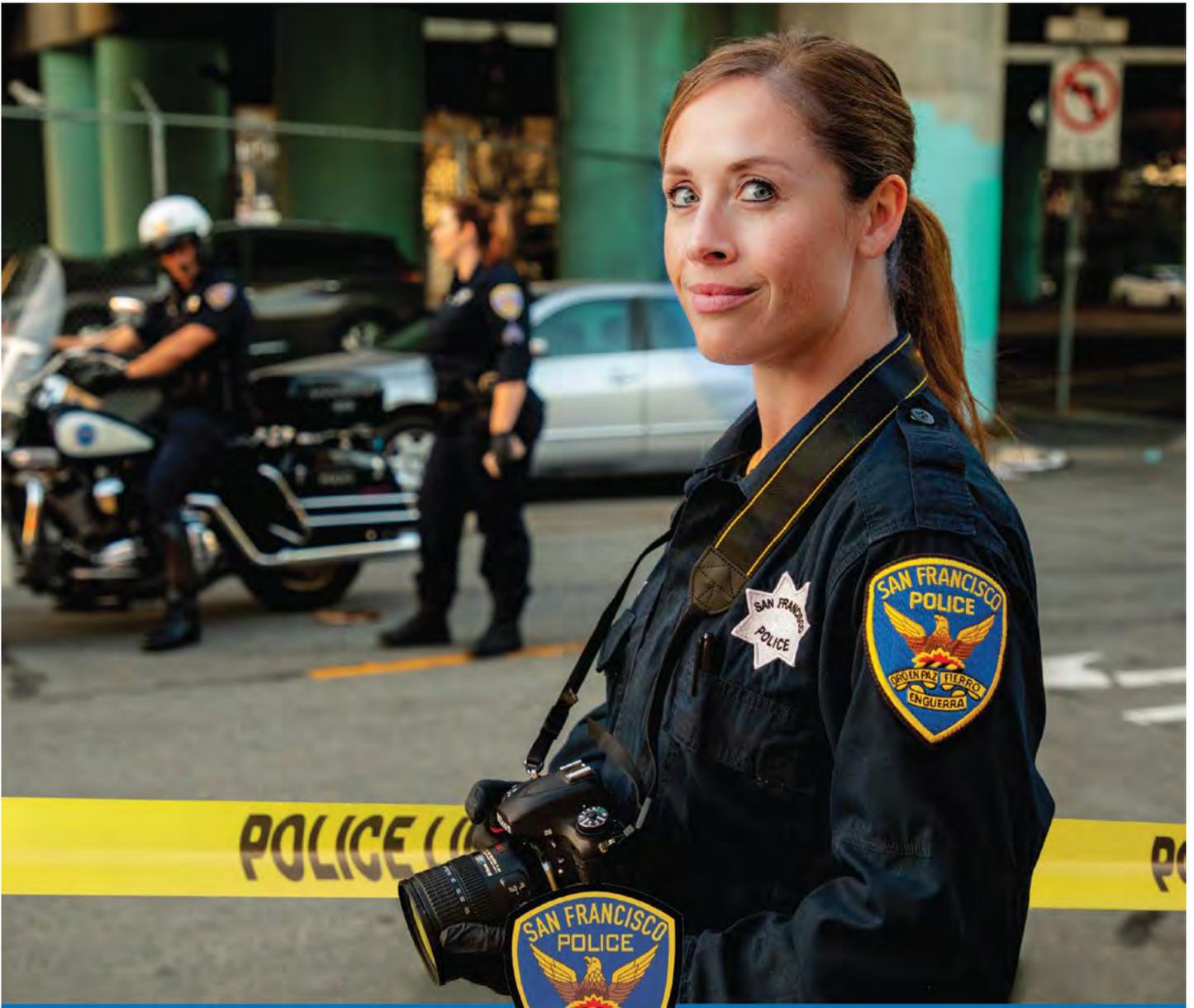
Gross, K.L., Justice, Y., Leon, J. & Wide, M. (04/2020). Sexual Orientation microaggressions: Experiences of Lesbians and Gays. Guest lecture presented at Queer MSU: A Series of Lecture on LGBTQ Research Initiatives at Morgan State University. Baltimore, MD.

Scholarship

- John Jay College of Criminal Justice, Lena Hick Scholarship

Professional Affiliations

- American Psychological Association, student affiliate
- American Psychological – Law Society, student affiliate



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COVER LETTERS

CONNECTING CANDIDATES & EMPLOYERS

Your cover letter is the first impression employers have of your writing skills. It is a brief (one-page) well-written letter that complements your resume. Therefore, it is pivotal that you arouse employers' interest by writing a letter that showcases your skills, knowledge of the organization, motivation, and passion. Be sure to connect your attributes to the needs of the employer by specifically tailoring your letter to the position for which you are applying. While this takes more time, research has shown

that targeted letters are more effective in helping candidates secure interviews. In some cases, hiring managers read the cover letter prior to reviewing the resume, but in all cases your cover letter is an important addition to your overall application for employment. Since your cover letter is the first place an employer may gauge your communication skills, be sure to:

- Perfect your spelling and grammar
- Have it reviewed by a career counselor

No resume should be sent without a cover letter unless you are explicitly told not to do so.

BEFORE DRAFTING YOUR COVER LETTER:

- Research the organization
- Learn the name and title of the hiring manager
- Have a clear understanding of the duties for the position

FOUR THINGS YOUR COVER LETTER MUST DO:

1. Express your interest
2. Match your skills to the needs of the employer
3. Demonstrate your experience and accomplishments with concrete examples
4. Convince the employer to grant you an interview

TYPES OF COVER LETTERS

Application Letter:

This letter is written to employers in response to a specific job opening. As with your resume, its primary goal is to help you obtain an interview.

Informational Interview (Networking) Letter:

This is written to someone who is working in the career field or organization in which you are interested. Its purpose is to obtain a meeting or a phone call to learn more about the person's responsibilities. In your letter, be sure to identify how you acquired the person's information, what you would like to learn, and your availability to meet. Remember this letter is designed to acquire information, not a job. This is a step towards building relationships.

A Prospecting (Inquiry) Letter:

This letter is used to acquire information (not available through your primary research) about an organization, potential job or internship opportunities or to express interest in working for a particular organization. It adheres to the rules of a cover letter, except it can be sent to anyone in the organization who can provide you with the information you seek. The content of the letter is dependent on the person you contact and what you hope to learn. Although you are not responding to a particular job opening, it is advised to include examples of your accomplishments and skills.

ESSENTIAL COVER LETTER INFORMATION

YOUR CONTACT:

Include your mailing address, telephone number, and email address.

DATE:

Date the letter is sent.

EMPLOYER'S CONTACT:

Include Contact's Name, Contact's Title, Organization Name, and the method you are using to send the letter (email, fax, mail).

SALUTATION:

It is best to address your letter to a specific individual (Dear Mr. Mathis), but if you do not know anyone's name you can use a generic greeting (Dear Hiring Manager).

INTRODUCTION:

The first paragraph of your letter is very simple: It states the position you are applying to, identifies the employer and/or department, and describes how you learned about it, whether through an online posting, a referral or a print ad. The second sentence of your opener is your thesis – a one - or two-sentence identification of your qualifications for the specific position. It lays out your central argument as to why the employer should interview you. The easiest way to write this thesis is to refer to the job posting or description and identify the two to three most important elements the employer is looking for, and then align your experience accordingly.

BODY:

The body (1 to 2 paragraphs) of your letter is derived exactly from your thesis statement. This is your opportunity to elaborate on your strengths (specific skills, personal attributes, experience) and connect them to the requirements of the position. You may emphasize some items from your resume, but do not regurgitate or list. Highlight examples from your academic or work experience that match the main requirements of the position. Illustrate that you have knowledge about the position, organization, and industry then show that you are the perfect candidate for the position based on your interest, experience, skills, and academic background.

CONCLUSION:

This summarizes your thesis and informs employers you have enclosed or attached your resume. Include salary requirement (if requested by employer). State whether you will follow up with the employer within a given time period or you will await their phone call. Finally, close by requesting an interview and thank the employer for his/her time and consideration.

CLOSING & SIGNATURE:

Use a standard closing such as "Sincerely". If you are mailing a hard copy, leave 3-4 lines for your signed name. If you are emailing the document, simply type your name on the line below your closing.

APPLY! APPLY! APPLY!

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- PCE's are trained student representatives for the Center for Career & Professional Development.
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COVER LETTER TIPS:

**AVOID
GENERIC
COVER
LETTERS.
EMPLOYERS
ARE NOT
INTERESTED
IN READING
APPLICATIONS
FROM
CANDIDATES
WHO ARE
NOT SERIOUS
ABOUT THEIR
COMPANY.**

- **Address your letter to a specific individual, whenever possible.**
- **When a name is not available, use “Hiring Manager” or “Internship Coordinator”.**
- **If someone referred you to a position or company, mention it at the beginning of the letter.**
- **If you are submitting your application via e-mail, attach documents as PDF files unless otherwise instructed by employer.**
- **Do not restate your resume, explain the skills you can bring.**
- **Be assertive not aggressive.**
- **Use a one-page, standard business letter format.**
- **3/4” to 1” margins on all sides, with a basic font in 10 to 12 point size.**

APPLICATION LETTER

John J. Justice
145 West 10th Street, #67
New York, NY 10015

January 15th, 2020

John Tyler
Director of the Elementary and Secondary Education Program
The United States School of Education
14 Massachusetts Avenue
Washington D.C. 20086

State your position of
interest clearly.

Dear Mr. Tyler:

Please accept the attached resume as an application for the Assistant Coordinator for the Elementary and Secondary Education Program position with the U.S. School of Education as posted on John Jay College's career website. I believe I have the managerial and communication skills required to succeed in this organization. My main motivation in applying to this role is that I have focused my work experiences and selected coursework based on my career goal of making an impact in increasing accessibility to higher education for our nation's youth.

As an administrative intern at the Youth Exchange Project, I streamlined the organization's efficiency by assessing five departments' intake functions and developed an administrative system that coordinated data from each department. This allowed us to generate timely reports, subsequently increasing the program's grant funding. Additionally, I am president of the Human Rights club on campus, which consists of twenty members. We frequently partner with education programs designed to encourage, promote, and support local high school students from refugee backgrounds.

For the past two years, I have written a daily blog focusing on policies that affect CUNY financial policies. In doing so, students' involvement in student government increased by 15 percent, and the connection between voting and policy implementation is now an intrinsic part of our student culture.

I am confident that my skills and experience are an excellent match for the Assistant Coordinator position. Per your request, I am available to begin work on March 1 and am seeking a salary in the \$40,000 to \$45,000 range. I welcome the opportunity to further discuss my qualifications with you and will contact you within two weeks to arrange a time to meet. I can be reached at (212) 555-5555 or john.justice@jjay.cuny.edu. Thank you for your time and consideration.

Sincerely,

John J. Justice

APPLICATION LETTER

Theresa Justice

921 Wash Avenue, Apt. 4J
Brooklyn, NY 11225
(212) 555-5555
theresajustice@email.com

January 23, 2020

Prem Paul
Director of Counseling
Lee Counseling Center
21 Washington Avenue
New York, NY 11225

Prem Paul,

Please allow me to take this opportunity to express my interest in employment as a Mental Health Counselor in the Lee Counseling Center as posted on the Career Insider website. I believe my two years of work experience and training as a counselor with adult populations make me the best candidate to perform the functions required.

My education at John Jay College of Criminal Justice, provided training in areas of career, group and cognitive-behavioral counseling. During my tenure at the college, I was also able to lead two research teams concentrated on resistance to mental health counseling in men of color.

My experience in the field of Psychological Counseling is well developed, having served multicultural populations at the Kings College counseling center. My current position as student intern includes facilitating group counseling sessions, creating developmental and educational workshops and administering psychological tests. Consequently, I have been trained to include these factors and other extraneous variables into therapy (using integrative interventions) to insure the well-being of all clients. These interventions include but are not limited to Multicultural and Family Counseling, Cognitive Behavioral Therapy and Psychotherapy.

Attached is my resume for your review and I can avail myself for an interview at your discretion. I thank you in advance for your consideration and look forward to a positive response.

Respectfully,

Theresa Justice

NETWORKING LETTER

Veronica Nobles Justice
2 Amity Lane
Scarsdale, NY 10706
Veronica.Justice@jjay.cuny.edu
212-555-5555

May 20, 2020
Westchester Medical Center
Behavioral Health Center
100 Woods Road
Valhalla, NY 10595

Immediately identify the event and date of meeting.

Dear Mr. Smith,

It was a pleasure to meet you and your colleagues this past week during John Jay College's Career Center's Graduate Student Networking Event. Thank you for your interest in reviewing my resume and learning about my experience in the field of Emergency Management. As we briefly discussed, I hold a Master in Public Administration degree, with a specialization in Emergency Management from John Jay College of Criminal Justice. I have satisfied the educational requirements for the certificate in Emergency Planning and plan to take the licensing exam in August of this year.

My career in public administration began at Sing Sing Correctional Facility under the supervision of Unit Chief Sandra Linder. The emergency management team and program design at Sing Sing Correctional Facility has a very impressive emergency evacuation plan and provided me with excellent training that I can apply to a variety of large settings. I continue to keep in contact with Ms. Linder as she has played a vital role in the development of my career. Recently I spoke with Ms. Linder and she asked me to send you her regards. Currently, I am employed at the American Red Cross as an Emergency Management intern where I provide assistance in developing emergency evacuation plans and protocols for NYC and NYS agencies. Although my experience at the American Red Cross has been very rewarding and has provided me with excellent experience, my goal is to transition to a full-time position. I welcome any support, feedback, guidance or career opportunities you may offer.

Thank you again for entertaining my curiosity in our mutual professional fields. It was an honor to discuss my experience and goals with such an influential and experienced professional in the field of Public Administration and Emergency Management.

Sincerely,

Veronica Nobles Justice

INQUIRY LETTER

211 Riverside Drive
New York, NY 10019

January 11, 2020

Ellen Smith
Federal Reserve Bank of New York
33 Liberty Street
New York, NY 10045

Dear Dr. Smith:

After studying economic theory at John Jay College of Criminal Justice, I have a strong desire to apply what I have learned in a practical setting. I have a solid understanding of the array of functions carried out by the Federal Reserve, the significant role it plays in the financial market, and the influence it exerts on the economy as a whole. In light of the recession that began in 2007, I would value the opportunity to work as a research assistant in the analysis department of the Federal Reserve. As we navigate our way through this historic financial crisis, I believe I have the academic background necessary to succeed.

During my time at John Jay, I excelled in courses such as money and banking, risk management, calculus, and corporate and white collar crime. In these courses, I learned to research extensively, work with data to analyze economic and social phenomena, and communicate my conclusions clearly. I am adept at using statistical programs such as SPSS and Data Desk. My work as a columnist for the John Jay Sentinel, the college's student newspaper, highlighted the devastating effects the market failure had on our students, resulting, ultimately in the creation of the Hunger and Homeless program. Through this initiative, students receive housing, transportation, and food assistance, thus allowing many students to remain in school and complete their education.

I look forward to speaking with you and learning more about the Federal Reserve. I am confident that with my strong education in economics and my experience as a researcher and writer, I would make a valuable contribution to your department. I will call you next week to arrange an opportunity to speak. Thank you for your time.

Sincerely,

Juan Justice

Enclosure: Resume



State your follow-up action.

DECLINE LETTER

Kendra Justice

kendra.justice@jjay.cuny.edu | www.linkedin.com/in/kendrajustice | 212-555-5555

Have your LinkedIn profile reviewed by a career advisor.

January 23, 2020

Ms. Elizabeth Perkins
Recruitment Manager
The Boston Consulting Group, Inc.
Exchange Place
Boston, MA 02109

Dear Ms. Perkins:

I am writing to thank you for providing me with the opportunity to speak with you this morning. I sincerely appreciate your consideration and it was an honor to be a prospective candidate for your firm.

As I stated on the phone, I have accepted a position as an International Shares Analyst at JP Morgan Chase in their New York City main office. At present, this position is more aligned with my long-term career goals.

I really enjoyed meeting you and your colleagues during the interview process and I hope our paths cross again in the near future. Many thanks again for all your help and support.

Sincerely,

Kendra Justice



Graduate Programs

John Jay College Graduate Programs offer:

- Expert faculty
- Flexible schedule
- Accelerated Format
- Small Classes
- Affordable Tuition

DEGREES

- MA in Criminal Justice*
- MS in Digital Forensics and Cybersecurity
- MA in Economics
- MS in Emergency Management**
- MA in Forensic Mental Health Counseling
- MA in Forensic Psychology
- MS in Forensic Science
- MA in Human Rights
- MA in International Crime and Justice
- MS in Protection Management
- MPA in Public Administration*
 - Inspection and Oversight
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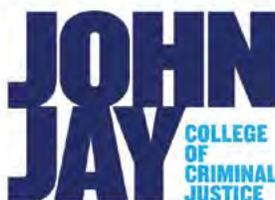
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- **Provide this information on a separate sheet (unless it is already included on your federal resume).**
- **Brevity is key. Full sentences are not required.**
- **Ensure that the header you used on your resume and cover letter is similar to the header used on your references or salary history.**
- **Be sure to follow the requested format for submitting these documents. Some employers want all documents condensed into one file.**
- **Ask permission before using anyone as a reference.**
- **Use a one-page, standard business letter format.**
- **3/4" to 1" margins on all sides, with a basic font in 10 to 12 point size.**

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REFERENCES

JOHN E. JUSTICE

456 W 59th Street, Apt. 6B New York, NY 10019
(212) 555-5555 john.justice@jjay.cuny.edu

REFERENCES

Notice that you can only use professional references.

Linda Smith

Associate Professor for English: Lawyer College
2 Oakland Building,
Oakland Street, Philadelphia, PA 21453
Lindasmith@lawyer.edu
(347) 555-5555

Mary Ann Cadre

Career Developer: John Jay College of Criminal Justice
25 North Building
59th Street, New York, NY 10019
maryanncadre@jjay.edu
(718) 555-5555

You can include both professional and academic references

Theresa Jones

Director for Human Resources: Federick Fekkai Offices
319 Loew
2155 Tall Avenue, Bronx, NY 11225
tjones@email.com
(917) 555-5555

* Always ask a potential reference for permission first before you list his/ her contact information.

SALARY HISTORY

Jennifer Justice

100 3rd Street, Apartment 2D • New York, NY 10003
(615) 222-0000 • jennifer.justice@jjay.cuny.edu

Salary History

Specify your salary type:
hourly or annual.

Head Manager (2018-Present)

Kaplan Educational Service, Brooklyn, NY

Current Annual Salary: \$42,000

Starting Annual Salary: \$36,000

Reading Specialist (2014-2018)

Upward Bound, New York, NY

Ending Annual Salary: \$31,000

Beginning Annual Salary: \$24,000

SAT Preparation Tutor (2008-2013)

Score Educational Counseling, New York, NY

Ending Hourly Salary: \$12.50

Starting Hourly Salary: \$12.50

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SENDING YOUR MATERIALS

ATTENTION TO DETAIL & FOLLOW-THROUGH

In the current professional world, you will typically email or submit your application materials in other electronic methods. Because of the ease of submitting tailored resumes and cover letters today, you should **ALWAYS** ensure that your materials speak directly to the position for which you are applying. This means that each resume you send out could be slightly different. Here are some tips on how not to get eliminated from consideration because of simple errors:

1. When emailing your materials online, it is best to **submit in .pdf file format**. This ensures that your documents look the same on their computer as they did on yours!
2. If you are emailing your resume and cover letter, **always attach both to the email**. This gives the recruiter a clean copy to work from.
3. When emailing, **be sure not to send an empty email with your documents**

attached. You can choose to cut and paste the text of your cover letter into the email OR write a short statement such as:

Please accept the attached resume and cover letter as my application to the Project Team Associate Position with Expressions Global Management. Feel free to contact me at jgoldberg@yahoo.com or (212) 555-5555 if you need additional information or materials.

Sincerely,

Your Name

4. If you are asked to mail a hard copy to a recruiter, make sure to use white or cream, heavy-stock resume paper.
5. If there is no closing date on the position, we suggest following-up with recruiters approximately two weeks after you send your materials to them. However, if there is a closing date on the position, do not contact the organization until after that date. Of course, if the posting said, "Do not contact," then you should not contact them!

....and finally.....

PROOFREAD YOUR DOCUMENTS!

The number one reason applicants are denied interviews is because of spelling or grammatical mistakes in their resume or cover letter.

Remember, we're here to help! Bring your documents to drop-in hours or make an appointment to see a counselor to have your resume or cover letter edited before you send!

NOTES

NOTES

RESOURCES

In addition to the Center for Career & Professional Development, here are some additional offices that you can use for assistance:

- Academic Advisement Center: NB, L.73
- The Office of Community Outreach and Service Learning: NB, L.72
- Center for Student Involvement and Leadership: NB, L2.71
- The Urban Male Initiative Student Resource Center: NB, L74.02
- Veterans Affairs: Haaren Hall: Rm 228 & 229
- Academic Tutoring Services: NB, L1.68
- Center for Post-Graduate Opportunities: NB, 8.66

To learn how to place have promotional material included and/or serve as sponsor contact Kristina Simonsen at ksimonsen@jjay.cuny.edu



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YEARS
OLD**

45 COLLEGE
CREDIT
HOURS

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YEARS
OLD**

60 COLLEGE
CREDIT
HOURS

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