

JANE J. SMITH

Current Address (until May 20XX)

77 Zippy Lane
Buffalo, New York 14222
(716) 555-1234

Permanent Address:

18 Happy Street
Camden, New Jersey 12000
(555) 555-5555

OBJECTIVE To obtain a position in Law Enforcement

EDUCATION **State University of New York College at Buffalo**
Bachelor of Science in Criminal Justice May 20XX
Major GPA 3.5/4.0

RELEVANT COURSES Criminal Justice Procedures
Community Issues in Criminal Justice
Advanced Administration in Criminal Justice
Juvenile Delinquency
Sociology of Crime
Sociology of Corrections

RELATED EXPERIENCE New York State Attorney General's Office Consumer Fraud Bureau
Buffalo, New York

Legal Assistant Intern 2/XX-7/XX

- Provided legal assistance to consumers concerning state consumer fraud and general business laws.
- Mediated incoming complaints between consumers and merchants involving a large number of state and federal statutes.
- Analyzed problems and applied law as individual cases dictated.
- Maintained accurate and complete records of cases.

Burchfield Penney Art Center Buffalo, New York

Security Officer 8/XX-5/XX

- Performed security checks and assisted in the installation of art exhibits.

WORK EXPERIENCE State University of New York College at Buffalo

Kitchen Aide, 5/XX-present

- Prepare fast food, assist cooks, and perform maintenance duties.

Hornell School District Hornell, Buffalo, New York

Maintenance, Summers 20XX-20XX

- Maintained physical plant and conducted school census.

State University of New York College at Buffalo

Computer Proctor 1/XX-5/XX (seasonal)

- Supervised and guided introductory students in the usage of microcomputers and BASIC language.