

NAME

TITLE
000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

Motivated and passionate soon-to-be-graduate seeking a full-time position as a police officer in training. Possess strong people skills, updated firearms training safety certification, and will have completed education.

Experience

Civilian Police Officer - Company / Location
MONTH YEAR - Present

- **Job Description:** Coordinated with law enforcement to organize and lead neighborhood watch groups, disrupted and reported incidents, and assisted with law enforcement operations.
- **Results:** Maintained a record of eight reported civilian incidents leading to arrests by law enforcement, developed Spanish-speaking skills and contributed to a 24% decrease in crime.
- **Additional Competencies:** Organized several civilian arrest training for other neighborhood watch group members and held regular meetings to discuss incidents.
- **Other:** Developed a Spanish-speaking neighborhood watch group and provided volunteer training and instruction to members.

Police Officer in Training - Company / Location
MONTH YEAR – MONTH YEAR

- **Job Description:** Served as an officer in training under a senior officer, patrolling assigned areas, responding to 911 calls, and enforcing laws.
- **Results:** Contributed to a 54% reduction in crime in patrol area, introduced call fielding protocol that contributed to a 23% rise in efficiency in responding to calls.
- **Additional Competencies:** Answered calls and complaints, took proper action at crime scenes, gathered and organized evidence, and appeared in court to testify.
- **Other:** Used Spanish fluency to improve communication between police and the local Latino community.

Project Experience

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Education

DEPARTMENT - Police Academy of San Francisco
MONTH YEAR

- GPA: 4.0
- AWARD
- AWARD

Bachelor of Arts in Criminal Justice - University of California
MONTH YEAR

- GPA: 3.58
- AWARD
- AWARD

Skills

Expertise

- Spanish fluency
- Communication
- Leadership
- Patrolling
- Public safety and security

Licenses & Accreditations

Licenses & Accreditations

- Certified Firearms Expert
- Basic Court Security Certification
- Certified Law Enforcement Analyst