

# **PUBLIC POLICY, GOVERNMENT, PROTECTIVE SERVICES Resume Examples**

This packet includes sample resumes for the **PUBLIC POLICY, GOVERNMENT, PROTECTIVE SERVICES** Career Community. These are examples of good practices in resume writing, demonstrating that you have choices you can make with formatting and style. We intentionally did not provide an example for every major or job type.



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# Shelley Franklin

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SF123456@wcupa.edu / (610) 555-1234 / 321 Darlington St., West Chester, PA 19382

## OBJECTIVE:

Compassionate, enthusiastic, motivated young professional seeking internship within a victim's or women's advocacy organization.

## EDUCATION:

West Chester University, West Chester, PA  
Bachelor of Arts, Women's and Gender Studies  
Current GPA: 3.42

Anticipated May 2018

## RELEVANT COURSEWORK:

English Composition, Public Speaking, Body Politics: Gender, Culture and Representation, Intro to Women's Study and Gender Studies, Sexual Identity, Foreign Language

## EXPERIENCE:

Intern: Planned Parenthood of West Chester, PA February 2016 – May 2016

- Assisted nurses with patients during office hours
- Created and organized patient charts and maintained filing system
- Provided front desk coverage and office support including: phone calls, emails, and faxing
- Contributed to social media presence through Twitter, Facebook, Tumblr, Instagram, and YouTube
- Maintained professional and confidential service in line with agency's standards and best practices.

## WORK HISTORY:

Babysitter: Various families in the West Chester area April 2011 – Present

- Develop, nurture, and care for children from 6 months – 12 years in employer's home
- Prepare formula for infants and snacks and meals for toddlers/children
- Bathe and dress infants and children when necessary
- Provide afterschool homework assistance
- Organize and participate in activities such as games, crafts, outings, and exercise
- Maintain a clean and safe environment inside the home
- Communicate activities; including dietary and behavioral information to parents upon return
- Perform light housekeeping duties
- Provide local transportation to activities and birthday parties upon request

## SKILLS, INTERESTS, AND ACTIVITIES:

Dependable, teamwork oriented, organized, strong communication skills, human rights, music, swimming, travel, scrapbooking

**Zarina Abbas**  
1212 Cedar Avenue  
West Chester, PA 19302  
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## **OBJECTIVE**

Seeking a full time position in the field of criminal justice. Areas of interest include security, loss prevention, and law enforcement.

## **EDUCATION**

### **Bachelor of Science in Criminal Justice**

**12/2018**

West Chester University, West Chester PA

- Cumulative GPA: 3.43
- Criminal Justice Club (Sigma Tau Omicron)
- Chief Robert M. and Vera Valyo Scholarship winner
- Highlighted courses: Private Security, Criminal Investigations, Victimology, Ethical Issue in Criminal Justice, Theories of Crime and Delinquency

### **General Course Work**

Delaware Valley Community College, Media PA

**11/2014-11/2015**

- General course work towards BA
- Cumulative GPA: 3.67

## **EXPERIENCE**

### **Security Officer, Allied Barton Security, West Chester, PA**

**1/2016-Present**

- Worked up to 30 hours per week while carrying a full time course load
- Interact with customers and team members to ensure smooth business operations
- Receive calls and messages and direct to appropriate person or department
- Assist with administrative security duties

### **Cashier, Giant Food Stores, Thorndale, PA**

**5/2014-Present**

- Manage accurate cash and credit transactions via register in a high volume store
- Provide professional and courteous service to all customers
- Assist with other departments as needed

### **Ride Along Member, Philadelphia Police Department, Philadelphia, PA**

**12/2014**

- Coordinated ride along with officers to learn about police career and protocols
- Observed a variety of duties including patrolling, dispatch, traffic stops and other incidents
- Learned multi-tasking and immediate response procedures in stressful situations

## **SKILLS and ACTIVITIES**

- Poster presentation "Neighborhoods and Crime" at WCU Research Day, 11/2016
- Participant, Relay for Life, West Chester University, 3/2015
- Fundraiser, West Chester Food Pantry, 1/2016- present
- Word, Excel, PowerPoint, Social Media

# Ryan A. Hamilton

123 Walnut Street, West Chester, PA 19382  
(484) 555-1212 / rh654321@wcupa.edu

## EDUCATION:

Bachelor of Arts in Political Science May 2017  
West Chester University, West Chester, PA

## PROFESSIONAL AND WORK EXPERIENCE:

*Intern* Spring 2016

Southern Chester County Chamber of Commerce, Kennett Square, PA

- Reviewed state and local legislature that could affect local businesses
- Informed businesses in the southern Chester County area by letters, phone calls, faxes or e-mail about bills affecting those businesses either positively or negatively
- Relayed feedback to state and local decision makers about business owner positions on those bills that in turn helped the local business community increase their voice

*Beach Photographer / Sales Representative* Summer 2014/2015

Telescope Pictures, Beach Town Studio, Ocean City, MD

- Completed 9-14 hour work shifts seven days a week for two consecutive summers
- Awarded Rookie of the Year in 2014 out of seven other contending rookies
- Remained in third or fourth place consistently working against fifteen other Beach Photographers, including one and two year veterans, fifteen in all
- Displayed strong team driven attitude by remaining one of the top salesmen in the studio
- Facilitated an energetic, respectful, focused, organized, and motivational attitude while on the beach and in the studio contributing in Beach Town Studio becoming the best of the three studios in Ocean City, MD

## STUDENT ACTIVITIES:

*Publicity Chairman* Spring 2015 – Fall 2015

Sigma Alpha Epsilon, Salisbury University

- Created recruitment posters for the publicity of the Sigma Alpha Epsilon Fraternity that improved on all those ever published, as well as raised the bar for those in the future
- Elected for two consecutive semesters and assisted in rush programs that yielded two of the largest turnouts since our existence at West Chester University

## HONORS /ACHIEVEMENTS:

*Pennsylvania State Champion, Tae-Kwon-Do, Blue Belt Division* 2012

The United States Tae-Kwon-Do Union, 12th Annual PA State Tae-Kwon-Do Championship

# HENRY D. BRAMMEL

1152 Good Shepherd Lane, Lincoln, PA 19302

Phone: (610) 555-5222

Email: HBrammel@gmail.com

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## EDUCATION

**Master of Science - Criminal Justice** 5/2016  
West Chester University, West Chester PA  
Cumulative GPA: 3.76

**Bachelor of Science - Criminal Justice** 12/2014  
West Chester University, West Chester PA  
Cumulative GPA: 3.60

## SKILLS AND QUALIFICATIONS

- Exceptional organizational, time management, communication, leadership, and problem solving skills
- Proficient in current technological trends such as Excel, Word, PowerPoint, GIS software (crime mapping)
- Strong interest in criminal justice investigation and procedure
- Basic understanding of Spanish
- Highly self-motivated and independent worker with an excellent work ethic

## EXPERIENCE

**Henthorn & Williams Group** - West Chester, PA 1/2015 – current  
*Law Clerk*

- Perform paralegal duties for a subrogation law practice
- Prepare and file legal drafts for clients of the firm in a timely manner
- Manage over 20 cases at a time, from opening to judgment

**Bank of America** - Newark, DE 8/2013 – 10/2015  
*Fraud Analyst I*

- Coordinated proactive fraud protection of pre and post-book consumer accounts
- Received Quarterly Award of Excellence and the Consecutive Top Performer Award for 2013

**Chester County Detectives** – West Chester, PA 5/2013 – 8/2013  
*Intern*

- Learned operations of detective firm by shadowing and assisting three detectives
- Experienced in interviewing and investigative technique

**Acme Food Store #45** - North Grove, PA 5/2010 – 2/2013  
*Associate*

- Performed merchandise stocking and cashier duties as needed
- Delivered consistently high service for all customers and management
- Recipient of Associate of the Quarter 2011 award