***Rowdy Roadrunner***

9001 Stockdale Highway ∙ Bakersfield, CA 93311

(555) 555-5555 ∙ rroadrunner\_internship@csub.edu

**PROFILE**

Criminal Justice undergraduate student with excellent communication and critical thinking skills. Bilingual, computer literate, and reliable. Seeking an internship with a juvenile probation agency where I can provide exceptional service to the organization and make a positive difference in the lives of youth.

**SUMMARY OF SKILLS**

* Leadership: Chair of the Criminal Justice club in which $5,000 was raised for charity
* Language: Bilingual, Spanish and English
* Communication: Prior experience with diverse clientele in both a non-profit and retail setting
* Technical: Proficient in Microsoft Office Suite, SPSS, internet research

**EDUCATION**

**California State University, Bakersfield** Bakersfield, CA

*Bachelor of Arts, Criminal Justice, Sociology Minor* 01/20xx – 05/20xx

**Bakersfield College** Bakersfield, CA

*Associate in Arts, Sociology* 08/20xx – 12/20xx

***Relevant Coursework: Race, Ethnicity, and the Criminal Justice System, Drugs and Crime, Advanced Criminal Law, Profiling Violence, Juvenile Delinquency***

**EXPERIENCE**

**Bakersfield Homeless Shelter** Bakersfield, CA

*Volunteer* 09/20xx – present

* Under supervision of tutoring staff, help children ages 5 – 17 complete academic assignments to stay current with grade level.
* Utilize excellent understanding of community resources to connect individuals and families with applicable social service agencies in the area.
* Shadow professional counselors in 5 individual and 2 small group counseling sessions per week, observing techniques to help children resolve a variety of personal and academic challenges.

**The Gap** Bakersfield, CA

*Sales Associate* 06/20xx – 09/20xx

 Utilized excellent product knowledge while working with customers to assist with merchandise selection, consistently exceeding weekly sales quotas by 10% and achieving 100% customer satisfaction rating.

 Accurately processed purchase and return transactions following store policies and procedures, assisting over 100 customers per shift.

 Received merchandise and conducted inventory counts to ensure all inventory was properly entered into system to minimize loss.

**HONORS/ACTIVITIES**

CSUB Criminal Justice Club, Chair 09/20xx – present

CSUB Dean’s List: Fall 20xx and Spring 20xx