

Helpful Resources

Career Guide in Criminal Justice

Douglas Klutz

Chapter 4: Cover Letters and Résumés

Please see below.

Angelica Smith (Start with your basic contact information)
555 Lakeview Drive
Tuscaloosa, AL
555-555-5555
angelica.smith@email.com (Make sure your email address sounds professional)

May 5, 2019 (Date application is submitted)

Special Agent Green (Employer contact information. If no name is known for the selecting official, leave this space blank. The more personalization address in a cover letter the better though)
Hiring Official (Job title)
Internal Revenue Service (Name of Employer)
1111 Constitution Ave NW (Address of employer where the job announcement is located)
Washington, DC 20224

Dear Special Agent Green: (A specific contact is preferred for an address in a cover letter. If no specific contact is known, "To Whom It May Concern" is sufficient.)

I am interested in applying for the Customer Support Specialist position with the Internal Revenue Service in Washington, DC. I recently attended a career fair at the University of Florida where I will be earning a Bachelor's of Arts degree in criminal justice on May 8, 2019. At the career fair, I met Special Agent Moore with the IRS who informed me about this job opening. Based off of my educational career, professional work experience, and internship and volunteer work I have completed, I strongly believe I am a prime candidate for the Customer Support Specialist position with the Internal Revenue Service.

*The first paragraph provides information on why you are submitting your application, the position you are applying for, and a basic introduction of yourself.

In terms of what makes me qualified for this specific position, I have almost two years of professional work experience in the legal field. I have served as a Law Clerk for Jones and Jones Law Firm in Gainesville, Florida. Through this position I have gained direct experience working directly with clients, and preparing reports for attorneys to present at trial. Through my hard work and dedication to my job, I was awarded "Employee of the Year" in 2018 at the law firm. I will have earned a bachelor's degree in criminal justice in a few days and also currently hold an associate's degree as well. Throughout my education, I have worked extremely hard, and was awarded the Smith Scholarship, which goes to the student in the criminal justice department with the highest GPA.

*The second paragraph provides information on why specifically you are an ideal fit for the position. Be sure to cite specific examples, and do not just copy-and-paste from your résumé.

I thank you for taking the time to review my application package. I feel my professional educational and work experiences make me an ideal fit for the Customer Support Specialist, and I will be an asset to your team at the IRS. Thank you for your time and for reviewing my additional qualifications and experiences found in my résumé attached with this application package.

*The third paragraph concludes the cover letter, references more information to be found in your résumé, and thanks the selecting official for their time.

Sincerely,

(*Sign handwritten signature here for a personal touch)

Angelica Smith

Angelica Smith (name in bold and centered 16-point font)

555-555-5555 (personal phone number)

angelica.smith@email.com (professional-sounding email address)

Education: (sub-headings left-justified and in bold)

University of Florida – Gainesville, FL

- Bachelor’s of Arts in Criminal Justice – May 2019 – GPA 3.8 (Include date earned. If not earned yet, put “anticipated in” then list month and year for anticipated graduation date. Include minors and Latin honors if applicable.)

Cape Fear Community College - Wilmington, NC

- Associate’s degree – May 2017 – GPA 3.8

Professional Work Experience:

Jones and Jones Law Firm – Law Clerk – July 2017 - present (Include name of employer, position title, and dates employed. If still employed write, “present” for the end date.)

- Assist attorneys with administrative assignments around the office such as typing and reviewing reports, managing a filing system, and preparing paperwork for the courtroom.
- Prepare court presentations, and provide initial screening with prospective clients. (Provide a minimum of one bullet point per experience, and then list specific duties performed at your employer. Two or three bullet points maximum per experience. If currently employed, put duty descriptions in present tense).

Internship and Volunteer Experience: (list internship and volunteer experience separately from professional work experience)

New York City Police Department – Intern – May 2018 – August 2018

- Completed police ride-along program with sworn police officers. Rotated between 5 departments within the NYPD including homicide, narcotics, patrol, mounted-patrol, and criminal investigations divisions. (provide at least one bullet point with duties performed in the internship)

Helping Friends Afterschool Program – Volunteer – January 2016 – May 2017

- Helped 4th and 5th grade students with their homework. Read books with students to encourage interest in student-centered learning.

Student Clubs and Organizations:

Criminal Justice Student Association (CJSA) – President – August 2018 – May 2019

- Served as the head official for the Criminal Justice Student Organization, and was in charge of organizing 15 meetings for a total of 100 student members. Coordinated a spring career fair for students where 10 employers from the field of criminal justice came to discuss internship and career opportunities with students. (Including numbers and specific data points in a résumé is recommended because this stands out to the reader and is easy to quantify).

Awards and Honors: (Be specific, describe brief details of each award/honor, and include dates when received)

- Dean’s List – 2017-2019; Given to students who maintain over a 3.6 GPA each semester
- 2018 Employee of the year at Jones and Jones law firm – Received December 2018
- Smith Scholarship – Received August 2018 – Given to student with highest GPA in the criminal justice department each year

Relevant Skills: (Be as specific as possible; avoid saying vague blanket statements like proficient in “Microsoft Office,” “team player,” and “hard worker.”)

- Conversational in Spanish – Three 100-200 level Spanish courses taken during bachelor’s degree
- Proficient in Microsoft Excel and Microsoft Access
- 2-years of experience using the statistical software program SPSS

References: (Include at least three references from your educational career, professional work experience, or internship and volunteer experiences. Include their full name, institution where the reference is employed, position title of reference, and email/phone contact information for your reference. Providing this information in your résumé saves a step for interested employers from having to ask you for it later).

Dr. Jane Smith – Success College – Chair – Jane.Smith@successcollege.com - 555-555-5555

Ms. Quinn Walters – New York Police Department – Internship Supervisor – quinnwalters@nypd.com - 555-5555

Mr. Lindsey Jones – Jones and Jones law firm – Attorney and Owner – Lindsey.jones@joneslaw.com - 555-555-5555
