

# [Example of essay on work experience](https://assignbuster.com/example-of-essay-on-work-experience/)

[Law](https://assignbuster.com/essay-subjects/law/), [Criminal Justice](https://assignbuster.com/essay-subjects/law/criminal-justice/)

[FIRST NAME LAST NAME]
(000) xxx-xxxx •
OBJECTIVE: To obtain a position as a Security Professional or Probation Officer in a people-oriented organization where I can maximize my criminal justice knowledge to achieve the corporate goals.

Crew Member, September 2014- Present, McDonalds Restaurant, Philadelphia, PA
- Provides customers with quick and accurate service
- Operates cash register, prepares menu items
- Performs general cleaning of the restaurant, cook station and cooking utensils

## Parent Scholar, September 2009 – February 2011, Huey School, Philadelphia, PA

- Assisted teacher with clerical and instructional duties in the classroom
- Assisted teacher with classroom supervision, and overall classroom management
- Acted as liaison between parents and teachers

## Voter Registration Assistant, November 2007 – October 2008, Acorn, Philadelphia, PA

- Prepared election supplies for polling locations
- Registered voters, processed election ballots
- Traveled to polling sites to participate in the voter process

## EDUCATION

COMPUTER SKILLS
Microsoft Office
CERTIFICATIONS AND LICENSES

## References: Available upon request

[FIRST NAME LAST NAME]
(000) xxx-xxxx •
October 24, 2014
Hiring Manager
Reference: Open Position
Dear Hiring Manager:
I am applying for the Security / Probation Officer position. I am very well qualified and would be an asset to your company because of my experience working with the public, knowledge of criminal justice procedures and the ability to work in a team oriented environment and maintain confidentiality. Based on the position details, I would be an excellent match for your needs. My qualifications are as follows:
- Experience working with the public: I have worked as a Voter Registration assistant, interacting with public officials and voters. I assisted voters with routine and complex questions and directed them to their appropriate home polls. I currently work at McDonald’s, where I assist customers with orders and payment transactions.
- Knowledge of Criminal Justice Procedures: I am knowledgeable of local and state regulations, and have studied the policies and procedures of the criminal code.
- Strong written and verbal communication skills: I am able to effectively communicate with the public, employees and others. I worked as a Parent Scholar, assisting teachers in the classroom. I also acted as a liaison between the teachers and parents. I assisted with writing student grade and behavior reports.
My enclosed resume further outlines my qualifications for the position. Please call me at (000) 000-0000 or email me at . I look forward to meeting with you for an interview at a mutually convenient time.
Sincerely,
Enclosure: Professional Resume