

Example of essay on work experience

[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