

Administration of Justice Studies Resume One-Sheet

Wondering what to put on your resume for a position in your industry? Refer to this generalized one-sheet which highlights education and top qualifications for a job in this field.

Contact Us!



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*This field has unique and extensive interview processes. Schedule an appointment with the Career & Transfer Center for mock interviews.

**Need Extra Help?
Make an
appointment here:**



Resume Checklist

- Summary of Qualifications
- Education & Relevant Coursework
- Work & Volunteer Experience/Service Learning
- Field Trips/Institution Visits/Ride Alongs
- Skills & Certifications

Skills & Experience

- Collaborate with diverse agencies, community representatives and individuals to achieve common goals
- Apply the principles and processes of criminal and constitutional law
- Apply foundational principles in criminal justice ethics to analyze real life and hypothetical decision-making situations
- Utilize technology to collect, analyze and communicate data
- Synthesize multiple sources of information to support decision making
- Apply fundamental criminal justice principles to situations related to the criminal justice system
- Solve problems through logical and sound reasoning
- Communicate orally, visually and in writing precisely, appropriately, and effectively to varied audiences
- Subscribe to and practice ethical behavior appropriate to the field of criminal justice

*This is a generalization of examples to put in your resume. For further personalization, schedule an appointment with the Career & Transfer Center

Education

Associate Degrees

- Associate in Arts, Emphasis in Criminal Justice
- Associate in Applied Science, Administration of Justice Studies
- Associate in Applied Science, Forensic Science

Certificates of Completion

- Administration of Justice Studies
- Legal Studies
- Corrections
- Law Enforcement
- Crime Scene Investigation
- Fingerprint Identification and Photography

Relevant Coursework

- AJS101 - Introduction to Criminal Justice
- AJS123 - Ethics and the Administration of Justice
- AJS230 - The Police Function
- AJS240 - The Correction Function
- AJS260 - Procedural Criminal Law

*Please discuss with an advisor before selecting courses. These are examples for your resume, not a degree plan.

Administration of Justice Studies Resume One-Sheet: Career Competencies

Are you career ready in this field?

The Career & Transfer Center follows the National Association of Colleges and Employers 8 career competencies to determine career readiness. Below are some ways to communicate these career essential skills:



Career & Self Development

- Collaborated with professors, career advisors, and alumni to gain insights and guidance on career opportunities
- Read industry publications, legal updates, and case studies to stay informed on evolving laws and justice system trends



Leadership

- Leveraged strong analytical skills to assess case studies and develop crime prevention strategies in coursework and group projects
- Demonstrated strong attention to detail when compiling reports for mock investigations, ensuring accuracy in team findings



Communication

- Communicate orally, visually and in writing precisely, appropriately, and effectively to varied audiences
- Communicate in the language common to the criminal justice system



Professionalism

- Maintained punctuality, reliability, and accountability in fast-paced, high-pressure environments
- Adapted to diverse work environments, including courtrooms, law enforcement agencies, and community organizations, while maintaining professionalism



Critical Thinking

- Apply the principles and processes of criminal and constitutional law
- Synthesize multiple sources of information to support decision making
- Apply fundamental criminal justice principles to situations related to the criminal justice system



Teamwork

- Collaborate with diverse agencies, community representatives and individual to achieve common goals
- Participated in student organizations related to criminal justice, working with peers to plan initiatives and engage with professionals in the field



Equity & Inclusion

- Subscribe to and practice ethical behavior appropriate to the field of criminal justice
- Volunteered with organizations supporting underserved populations, advocating for fair and equitable treatment within the justice system



Technology

- Utilize technology to collect, analyze and communicate data
- Gained proficiency in using Microsoft Office and Google Suite to organize research, draft reports, and manage case studies

Choose and customize some bullet points from this list to optimize your resume and show that you are career ready! For further personalization, schedule an appointment with the Career & Transfer Center.