

**SAMPLE STUDENT**  
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## COMMUNITY SERVICE OFFICER

### EDUCATION

Harper College, Palatine, IL  
Associate in Applied Science -  
Law Enforcement and Justice Administration Degree      Expected December 20xx

#### Relevant Coursework

Patrol Procedures	Community Policing
Traffic Enforcement and Investigation	Investigative Process
Criminal Procedures	Vice and Drug Control

Northern Illinois University, DeKalb, IL  
Bachelor of Arts, Accounting      May 20xx

### WORK EXPERIENCE

**Security Officer**      November 20xx to Present  
AJG Property Solutions, Chicago, IL

- Enforce security regulations to provide safe and secure environment for company and watch and report unusual events in assigned areas
- Identify unsafe conditions and property improperly secured and create plans to eliminate problems
- Participate in violence prevention programs and investigations training
- Respond to medical emergencies and connect with proper agencies

**Bookkeeper**      January 20xx to October 20xx  
Midlake Accounting Firm, Schaumburg, IL

- Operated computers using accounting software to record, store, and analyze information
- Checked figures, postings, and documents for correct entry, mathematical accuracy, and proper codes
- Classified, recorded, and summarized numerical and financial data to compile and keep financial records, using journals and ledgers or computers

### VOLUNTEER EXPERIENCE

Boys and Girls Club of America, Elgin, IL      September 20xx to Present  
American Red Cross, Arlington Heights, IL      June 20xx to Present

### ACTIVITIES

Harper College, Palatine, IL  
Law Association Club, Member      January 20xx to May 20xx  
Campus Activities Board, Member      August 20xx to May 20xx