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**New Graduate Hybrid Resume Template**

**This template and others are available for download at**

**www.careercenterbr.com/job-search/resumes-and-cover-letters.**

**Amanda Carter**

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**Career Focus – Criminal Justice**

Position in Criminal Justice where education, initiative, and a desire to serve

will be of value in administering and safeguarding criminal and judicial processes.

**Qualifications Summary**

* Recent college graduate with career interest in criminal justice. Familiar with the concepts of justice, due process, criminal behavior, and criminal rehabilitation.
* Strong communication, interaction, and relationship-building skills acquired through work experience and volunteer activities.
* Computer experience with Windows-based software (Word, Excel) and online Internet research. Confident in learning and using new technology and computer applications.

**Education**

University of Kentucky, Lexington

**BACHELOR OF ARTS** Dual Major: Psychology and Sociology

May 2023 Minor: Criminology

Coursework Criminology, Criminal Law, Penology

Highlights: Juvenile Delinquency, Deviant Behavior

**Work Experience**

**TEACHER** 2022 to present

**Children’s World, Inc.,** Hendersonville, TN

* Provide daily child care for toddlers ages 18 to 24 months in an active learning environment.
* Supervise children during playtime. Interact with parents delivering and picking up children.

**KID’S COACH** 2020 to 2021

**Discovery Zone,** Goodlettsville, TN

* Coordinated and supervised age-appropriate games and activities for children’s parties.
* Kept events running smoothly through effective problem-solving and good decision-making.

**SECRETARY/OFFICE ASSISTANT** Summers 2017 to 2019

**Regent Manufacturing Co, Inc.,** Portland, TN

* Provided general office support, including answering phones, filing, and accepting deliveries.

**Volunteer Activities**

* Observed behavior and interaction of children at Kentucky Safe Adoption agency. Reviewed case files and sat in parenting classes.
* Traveled to Mexico and Costa Rica on youth mission trips. Coordinated VBS activities and helped with construction of new church facility.
* Provided office assistance to Hendersonville Chamber of Commerce (2022).

\*This template is from *Exp.ert Resumes for College Students and Recent Graduates* by JIST Publishing