



SALEM STATE UNIVERSITY
CAREER SERVICES

Criminal Justice

MAJOR CAREER GUIDE

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ACADEMIC INFORMATION

Follow this link to the Salem State University Department of Criminal Justice home page. Here you will find program information, degree options, course listings, events information and much more:

<https://www.salemstate.edu/academics/college-health-and-human-services/criminal-justice>

WHAT CAN I DO WITH MY MAJOR?

Are you a Criminal Justice major or are you considering Criminal Justice as a major? Follow the link below to the “What Can I Do With My Major?” resource on the Salem State University Career Services web site:

<https://elearning.salemstate.edu/courses/939337/pages/what-can-you-do-with-your-major>

PROFESSIONAL ASSOCIATIONS

As in any profession, staying connected to professionals in your field is vital. Below are links to professional associations for Criminal Justice professionals. Stay up to date with industry trends, connect with fellow Criminal Justice professionals and utilize resources for job searching:

[Academy of Criminal Justice Sciences](#)

[American Society of Criminology](#)

[American Correctional Association](#)

INFORMATIONAL INTERVIEWING

Informational interviewing is a method of gathering information about career options, industries and employers. It is an opportunity to learn about a particular job from someone already in the field. It is *not* a job interview, but it can help you learn about job opportunities and build your network for when the job search comes. This is an ideal chance to help you gain a more thorough understanding of a particular industry or job. It’s also a great way to determine “is this what I want to do?” and to learn about different paths others have taken to get where they are.

JOB SHADOWING

Another way to gain access and information to your industry of choice is by job shadowing. Job shadowing is an opportunity to follow a professional in your field for an agreed upon amount of time. Typically, job shadow experiences will last anywhere from one day to one week. Much like an informational interview, this is your opportunity to see firsthand a “day in the life” of a professional.

VOLUNTEERING

Volunteering is another great way to learn about what to expect when working in your industry. Similar to a job shadow, you will be able to see a “day in the life” of a professional while also contributing some of your own skills or services. Volunteering can give you a chance to gain new expertise and help you narrow down your specific interests in the field. Follow the links below to help you identify current volunteer opportunities:

<http://volunteer.nsuw.org/>

ADDITIONAL RESOURCES

Massachusetts State Police Academy Information.

<http://www.mass.gov/eopss/funding-and-training/law-enforce/msp-acad/>

SAMPLE RESUME

Michelle Smith

22 Broad Street

Little, MA 06543

Msmith@gmail.com (555)555-5555

EDUCATION:

Salem State University

Bachelor of Science in Criminal Justice

Concentration: *Administration*

Salem, MA

May 20XX

RELEVANT COURSES:

Administration of Criminal Justice

Introduction to Courts

Comparative Legal Systems

Community Corrections

Police Studies: Analysis and Research

Criminal Law

INVOLVEMENT:

- ALPHA PHI SIGMA National Criminal Justice Honor Society
- Academy of Criminal Justice Sciences

EXPERIENCE:

North Shore Medical Center

Security Officer

- Assess the environment for safety risks and act accordingly
- Maintain the safety of patients, visitors, employees and property

Salem, MA

July 20XX – Present

Salem State College, Office of Admissions

Office Assistant

- Guided campus tours, highlight services and programs
- Answered questions from prospective students and parent
- Input admissions data
- Answered phones and provided administrative support

Salem, MA

June 20XX – June 20XX

Salem Beer Works

Bartender

- Provided customer service in fast-paced bar atmosphere.
- Maintained and restocked inventory.
- Processed hour and tip information for payroll and closed regularly.

Salem, MA

January 20XX – June 20XX

CERTIFICATIONS/AFFILIATIONS

American Society of Criminology, American Correctional Association

Certified First Responder, Certified in CPR

TECHNICAL SKILLS:

Hardware: PC, Macintosh-Software: PageMaker, Microsoft Word, FrontPage, FileMaker Pro

SAMPLE COVER LETTER

Michelle Smith

22 Broad Street

Little, MA 06543

Msmith@gmail.com (555)555-5555

Date (i.e. January 1, 20XX)

John Smith
Bunker Hill Community College
57 Highland Ave
Salem, MA 01970

Dear Mr. Smith:

I am applying for the position of Campus Police Officer recently advertised on your web site. As my resume indicates, I am presently employed as a Security Officer at North Shore Medical Center. I have completed my Bachelor of Science in Criminal Justice from Salem State University and believe that my skills and experiences make me a qualified candidate for the Campus Police Officer position.

Your advertisement specified a need for someone with experience working with a diverse group of individuals. For the past three years, my work as a security officer has provided me the opportunity to work with people of multicultural backgrounds. As a result of my work at North Shore Medical Center, I have developed conflict resolution skills needed to succeed in this type of role. My strong communication skills will be a benefit while working in the Campus Police Officer position at Bunker Hill Community College.

I appreciate your time and look forward to talking with you further about the position of Campus Police Officer. I welcome the opportunity to further discuss my qualifications and thank you for your consideration.

Sincerely,

Michelle Smith

Enc: Resume

SAMPLE COMPANIES

COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF JUSTICE
DRUG ENFORCEMENT AGENCY
G4S COMPLIANCE AND INVESTIGATIONS
MASSACHUSETTS DEPARTMENT OF CORRECTIONS
NORTH SHORE COMMUNITY COLLEGE
SALEM POLICE DEPARTMENT
SUMMIT INVESTIGATIONS
TUFTS MEDICAL CENTER
YOUTH VILLAGES