

**RESUME WRITING GUIDE FOR POLICE**  
**AND SECURITY EXPERTS**

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## INTRODUCTION

Resumes are often the first chance you have to make a good impression. That is why it is particularly important to spend the extra time to make your resume the best it can be.

Potential employers often give resumes a quick read only. This means that your resume needs to showcase your skills, qualifications and experiences in a succinct but attractive manner. Resumes that are too short, too long, have spelling mistakes, have irrelevant information, have tables or pictures or switch formatting styles, are unlikely to grab the attention of the reader and you may be out of luck before they even reach your employment experience.

In this document you will find two sample resumes that need improving; one for a security expert without international experience and one for a security expert with international experience. Following each of these is a sample resume showing how each could be improved. Do not feel like you have to include only the information presented here; your resume should be a reflection of your individual accomplishments and achievements and these samples are to be used as a guide only.

Preparing the perfect resume is not easy; but it is certainly worth it. Give yourself the greatest chance of getting to the next stage by constructing an excellent resume.

## **GENERAL RESUME TEMPLATE GUIDELINES**

### **GENERAL**

- Make sure to include only *relevant* information.
- Try to integrate, as much as possible, the main keywords associated with your profession as this makes it that your name will come up in a CANADEM search.
- Include an English version of your resume (many human resources offices outside of Canada do not accept French resumes).
- Always provide a personal e-mail address instead of a work address; the former tend to be more permanent and reliable while the latter expires as soon as you switch positions.
- Don't use square brackets (i.e. [ ]) or asterisks; our database regards these as special characters and their inclusion can render your resume “unsearchable.”
- Send your resume in rich text format (.rtf).
- The resume should be between 2 to a maximum of 4 pages.

### **FORMATTING**

- Use point form.
- Do not use tables, hyperlinks, text boxes, photographs or other graphic images, borders, tabbed indents, headers, footers or text aligned at the right margin. Our database cannot support these features.
- Use an easy to read font and stick with it.
- The resume should look simple but attractive; also, it should be easy for someone skimming your resume to find the relevant information for which they are looking.

### **PERSONAL SECTION**

- Name
- Address
- Phone number (home, work, cell)
- Email
- Nationality (optional)

### **PROFESSIONAL SUMMARY (NOT NECESSARY)**

- Keep this section brief (about 4-10 lines) if you do include it. It should include a small summary of relevant professional experiences. Here you can also include transferable skills you have obtained through your work, volunteering, schooling or other areas for the position you are seeking; as well as more technical skills obtained (such as computer skills).

- If you do not want to include a professional summary, you should include a summary list of skills and qualifications that would include such things as: areas of expertise, communication skills, computer skills and personality traits.

### **PROFESSIONAL EMPLOYMENT/EXPERIENCE**

- Begin with the *most recent experience first*, including month and year.
- Include job title, name of employer and location (city, province, state or territory, country if not Canada).
- If you have switched jobs within the same company, make sure to fully describe both of the jobs.
- *Emphasis your accomplishments.* Keep it relevant and succinct, and avoid using empty phrases that lack meaning.
- Continue with all relevant professional experience.

### **EDUCATION**

- Do not include high school.
- For university, include name of degree, year degree was awarded, name of university and location of university.
- If you have multiple degrees, start with the *most recent*.
- If you do not have a university degree, summarize the professional development/training courses you have taken.

### **LANGUAGE SKILLS**

- Include all languages and the level of proficiency, whether fluent, advanced, intermediate or beginner.

### **AWARDS (NOT NECESSARY)**

- You may include relevant awards.

### **VOLUNTEER EXPERIENCE (NOT NECESSARY)**

- You may include relevant volunteer experience.

### **PUBLICATIONS (NOT NECESSARY)**

- You may include a maximum of four relevant publications.

### **CONFERENCES/WORKSHOPS (NOT NECESSARY)**

- *Do not* include any conferences that you attended. You may include conferences where you either a presenter, or a facilitator.

## BAD RESUME – NO INTERNATIONAL EXPERIENCE

John Doe  
123 Made Up Lane  
Ottawa, Ontario, K1A 1A1  
Email: madeup@email.com

No phone number is provided.  
Name/contact information do not stand out.

### Professional Experience:

The titles could be more appealing to the reader.

RCMP (Ottawa and Montreal)  
1998 – Present

- Undercover operations.
- Conduct interviews and investigate crimes.

Both job descriptions are much too general – they collapse all experience without explaining different roles and jobs.

Montreal Police Service (Montreal)  
1980 – 1998

- Patrol officer, homicide investigator, missing child investigator.
- Provided operational field support.

### Education and Professional Courses:

RCMP Academy (Regina)

There are no dates provided for the completion of education.

Courses Taken with the RCMP

- Firearms Instructor
- First Aid and CPR
- Traffic Law Enforcement
- Radar Speedometer Operations
- Use of Force Instructor
- Criminal Investigation Course
- Criminal Intelligence Analysis
- Counter-Intelligence Course
- Interviewing and Interrogation

### Language Skills:

English, French

The level of proficiency for either language is not provided.

References are available on request.

## **IMPROVED RESUME – NO INTERNATIONAL EXPERIENCE**

### **John Doe**

123 Made Up Lane, Ottawa, ON, K1A 1Z1, 613-121-2121 (cell), madeup@email.com

#### **PROFESSIONAL EXPERIENCE**

Staff Sergeant, Major Crimes Section, Royal Canadian Mounted Police, Ottawa, ON  
2004 – Present

- Responsible for investigating crimes of attempted murder, drug trafficking and serious assault.
- Review and write investigation reports for the RCMP and Canadian Security Intelligence Service (CSIS).
- Use spreadsheets and electronic file management systems.
- Conduct interviews of suspects.

Corporal, Undercover Officer, Royal Canadian Mounted Police, Montreal, QC  
1998 – 2004

- Organized and coordinated undercover operations within Montreal.
- Provided assistance to other security and police agencies including CSIS and the Montreal Police Service.
- Conducted interviews with criminals and witnesses to major crimes.
- Engaged in a four month undercover operation investigating drug trafficking at the local and national level.

Sergeant, Montreal Police Service, Montreal, QC  
1990-1998

- Instructed surveillance courses, automobile theft investigations and interview techniques for new constables.
- Responsible for a team of fifteen police officers.
- Provided operational field support to the uniform and plainclothes officers in Montreal.

Constable, Montreal Police Service, Montreal, QC  
1980-1990

- Held many positions including three years as a patrol officer, homicide investigator and missing child investigator.
- Responsible for the investigation of stolen automobiles on the Auto Theft Task Force.
- Investigated cases of fraud including money laundering and insurance fraud.
- Promoted to Sergeant in 1990.

## **EDUCATION AND PROFESSIONAL COURSES**

RCMP Academy, Regina, Saskatchewan  
1975-1979

### Courses Taken with the RCMP

- Interviewing and Interrogation (2005)
- Counter-Intelligence Course (2005)
- Criminal Intelligence Analysis (1994)
- Criminal Investigation Course (1993)
- Use of Force Instructor (1991)
- Radar Speedometer Operations (1985)
- Firearms Instructor (1980)
- First Aid and CPR (1980)
- Traffic Law Enforcement (1980)

## **LANGUAGE SKILLS**

English, French: Fluent

References are available on request.



## BAD RESUME - WITH INTERNATIONAL EXPERIENCE

John Doe  
123 Made Up Lane  
Ottawa, Ontario, K1A 1A1  
Cell: 613-121-2121

Name and contact information do not stand out.  
No email address is provided.

### Professional Experience

Ottawa Police Service, Ottawa, Ontario  
1980-1997

Experience should be in reverse chronological order.

- Held many positions including three years as a patrol officer, homicide investigator and missing child investigator.
- Served as Constable and Sergeant.
- Provided operational field support to the uniform and plainclothes officers.
- Was responsible for the investigation of stolen automobiles on the Auto Theft Task Force and investigations of fraud (money laundering and insurance fraud).
- Used spreadsheets, database systems and electronic file management systems.

Duties should be broken up between Constable and Sergeant.

Undercover Officer, RCMP, Ottawa, Ontario  
1997-2001

- Organized and coordinated undercover operations within Ottawa.
- Provided assistance to other security and police agencies including CSIS and the Ottawa Police Department.
- Conducted interviews with criminals and witnesses to major crimes.
- Engaged in a four month undercover operation investigating drug trafficking at the local, national and international level.

United Nations Security and Peacekeeping Officer  
2001-2005

- Stationed in Bosnia (2004-05) and DRC (2001-03) working with people of various backgrounds to ensure a safe and stable working environment.

This is too general. Elaborate on different tasks/ accomplishments.

Counter-Intelligence Officer, RCMP, (Ottawa)  
2005-Present

- Responsible for terrorist, espionage and sabotage investigations with a focus on security in the province of Ontario.
- Review and write investigation reports for the RCMP and CSIS.
- Conduct technical surveillance counter measures.
- Conduct tactical interviews of suspects and spies.

### *Education and Professional Courses*

McGill University, Montreal, Quebec

No dates are provided for the completion of studies. This information should always be included.

- Bachelor of Arts, Psychology

Courses Taken with the RCMP

- Firearms Instructor
- First Aid and CPR
- Traffic Law Enforcement
- Radar Speedometer Operations
- Use of Force Instructor
- Criminal Investigation Course
- Criminal Intelligence Analysis
- Counter-Intelligence Course
- Interviewing and Interrogation

No dates are provided for any of these courses.

*Language Skills*

English, French: Fluent  
Spanish: Intermediate

The titles could be more appealing to the reader. Also, the titles are not consistent throughout the resume.

**Volunteer Experience**

- Active member of DRCANADA, a group established to provide help to new immigrants from the DRC integrate into a productive life and to potentially become Canadian citizens (2003-Present).
- Provided security at various concerts in and around the Ottawa area
- Lead instructor in unarmed combat and defensive tactics for a reserve infantry regiment located in Hull, Quebec

**Awards**

- United Nations Mission in the Democratic Republic of Congo Medal
- Canadian Peacekeeping Service Medal
- Canadian Public Service Merit Award

References are available on request.

# **IMPROVED RESUME – WITH INTERNATIONAL EXPERIENCE**

## **John Doe**

123 Made Up Lane, Ottawa, ON, K1A 1A1, 613-121-2121 (work), madeup@email.com

### **PROFESSIONAL SUMMARY**

I have over 25 years of experience in security and law enforcement at both a national and international level. My international experience includes time spent as a security officer with the United Nations in Bosnia-Herzegovina and as Peacekeeping Officer with the United Nations Mission in the Democratic Republic of Congo (MONUC). In addition, I have extensive domestic experience in: homicides, espionage and terrorism, surveillance measures, crowd control, automobile theft, fraud and organized crime. I have great team spirit, effective interpersonal skills as well as excellent oral and written communication skills. I am familiar with many computer programs including Word, Excel, Access and PowerPoint.

### **PROFESSIONAL EXPERIENCE**

Counter-Intelligence Officer (Sergeant), Royal Canadian Mounted Police (Ottawa)  
2005-Present

- Responsible for terrorist, espionage and sabotage investigations with a focus on security in the province of Ontario.
- Review and write investigation reports for the RCMP and CSIS.
- Conduct technical surveillance counter measures.
- Conduct tactical interviews of suspects and spies.

United Nations Security Officer, UNMIBH (Bosnia-Herzegovina)  
2004-2005

- Managed, coordinated and lead security operations.
- Supervised the efficient defense and protection of UN personnel and UN materials.
- Was responsible for a team of 85 people of various backgrounds, including local police.
- Conducted risk analysis and threat assessment; security surveys; emergency preparedness and armed force incident response.

Peacekeeping Officer, UN DPKO / MONUC (Democratic Republic of Congo)  
2001-2003

- Instructed Congolese police officer recruits on the basic use, safe handling and qualifications of firearms.
- Provided protection for both local and foreign dignitaries visiting the region especially during periods of intense fighting between groups.
- Assessed and monitored local security conditions.

Undercover Officer (Sergeant), Royal Canadian Mounted Police (Ottawa)  
1997-2001

- Organized and coordinated undercover operations within Ottawa.
- Provided assistance to other security and police agencies including CSIS and the Ottawa Police Department.
- Conducted interviews with criminals and witnesses to major crimes.
- Engaged in a four month undercover operation investigating drug trafficking at the local, national and international level.

Sergeant, Ottawa Police Service (Ottawa)  
1990-1997

- Instructed surveillance courses, automobile theft investigations and interview techniques for new constables.
- Was responsible for a team of fifteen police officers.
- Provided operational field support to the uniform and plainclothes officers in Ottawa.
- Used spreadsheets, database systems and electronic file management systems.

Constable, Ottawa Police Service (Ottawa)  
1980-1990

- Held many positions including three years as a patrol officer, homicide investigator and missing child investigator.
- Was responsible for the investigation of stolen automobiles on the Auto Theft Task Force.
- Investigated cases of fraud including money laundering and insurance fraud.

## **EDUCATION AND PROFESSIONAL COURSES**

McGill University, Montreal, Quebec  
1975-1979

- Bachelor of Arts, Psychology

Courses Taken with the RCMP

- Interviewing and Interrogation (2005)
- Counter-Intelligence Course (2005)
- Criminal Intelligence Analysis (1994)
- Criminal Investigation Course (1993)
- Use of Force Instructor (1991)
- Radar Speedometer Operations (1985)
- Firearms Instructor (1980)
- First Aid and CPR (1980)
- Traffic Law Enforcement (1980)

## **LANGUAGE SKILLS**

English, French: Fluent

Spanish: Intermediate

## **VOLUNTEER EXPERIENCE**

- Active member of DRCANADA, a group established to provide help to new immigrants from the DRC integrate into a productive life and to potentially become Canadian citizens (2003-Present).
- Provided security at various concerts in and around the Ottawa area (1995-Present).
- Lead instructor in unarmed combat and defensive tactics for a reserve infantry regiment located in Hull, Quebec (1995).

## **AWARDS**

- United Nations Mission in the Democratic Republic of Congo Medal
- Canadian Peacekeeping Service Medal
- Canadian Public Service Merit Award

References are available on request.