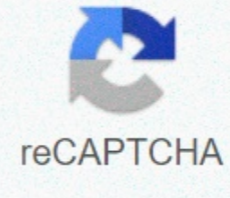




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Correctional officer job resume

A prison officer resume should clearly demonstrate a candidate's ability to effectively maintain safety and control in their assigned facilities. The candidate should have good monitoring skills and be a very detail-oriented person. Winning prison officers resuming should highlight the candidate's good judgment, as well as their physical strength. Prison officers should be good at responding quickly and appropriately in emergencies. The CV should also highlight the candidate's knowledge of rehabilitation methods. By using one of Resume.io field-tested resumes, and following these helpful tips on creating your resume, you'll be on your way to finding the job you're looking for. Profile summary ExampleHighlight your greatest achievements and characteristics here. Remember to use as many powerful action verbs and job-specific information as possible. Prison officers play an integral role in the criminal justice system. Highlighting your most important qualities that effectively demonstrate your qualifications and achievements for this position is crucial. Example of employment historyList all positions relevant to a prison officer position. Remember to use powerful action verbs and mention job-specific achievements that prove you're an excellent candidate. Sample list for education section All degrees and certifications here. Any honors or awards should also be noted here. If you have a degree higher than a bachelor's degree, you can omit high school. Skills Section ExampleA outstanding detective resumption, such as this example, will include a number of impressive skills that your employer or client is looking for in a candidate. To be considered a strong candidate, you need to present yourself as a physical fit and motivated person with the ability to work in high-pressure environments. Be sure to include job-specific skills. What's a prison officer doing? Prison officers are police officers who serve as a variety of authorities in local prisons, state prisons and federal prison officers. Prison officers work to ensure the welfare and safety of inmates and staff near the prisoners. Prison officers disrupt confrontations, maintain order and assist during the rehabilitation process of prisoners. Prison officers undergo rigorous training, enabling them to work in difficult and challenging circumstances. Prison officers must have a strong work ethic and the physical stamina to serve as an effective and proactive officer. An ideal candidate has a High School diploma or a similar diploma. Although it is not required by all agencies, college courses or an earned degree in behavioral or social sciences is looked high on. Build your 15-minute resumeBuild your resume in 15 minutes field-tested CV templates that follow the exact resume rules employers are looking for. Create My CV Skip the objective, keep the summary Don't include an objective section. Instead, start your resume for a prison officer position with a professional summary. In the first sentence of the summary, describe yourself using a title that parallels the title in the job description as close as possible. Many institutions use automated search tracking systems (ATS) to rank candidates. ATS records the number of times the keywords from the job description appear in the resume. This means that you can increase your chances of landing an interview, and a job, by highlighting as many skills from the job description as possible in your resume for a prison officer position. Skills and work experience If you are an experienced officer, you can lead with a Competency section that highlights past competencies, such as prisoner management and support and first aid training. Embed other skills and achievements, especially those that parallel those listed in the job post, in the Work Experience section, which should address most of your resume. If you're less experienced, you can include a longer Skills section focusing on skills needed in the profession, such as physical fitness, strong communication skills and quick decisions, and a shorter work history section to help dissing your relative lack of direct experience. You can also highlight qualities that are valued in the Corrections field, such as integrity and self-discipline. Education and certifications If you have education in areas such as criminal law, you will want to highlight this on your resume for a correction officer position. Training and certifications in areas such as self-defense, first aid and crisis prevention should also be prominently placed. Cover letter Always include a cover letter, even when it's not prompted, and tailor it to reflect any keywords used in each job ad that honestly reflect your background. ATS sometimes counts keywords from your resume and cover letter, so including one can increase the likelihood of your application landing you an interview. What to omit Limit jargon and acronyms Spell out all acronyms, even those that are widely used in the field, in case the initial evaluation of the RESUME for a correction officer position is done by an ATS or someone who is not a corrections expert. References If reference letters are required with the application, you must provide them separately. There's no need to mention references in your resume. What to emphasize applicants at the start level If you don't have much experience, you can lead your resume with a section that highlights skills such as problem solving and interpersonal communication. If you want to take advantage of experience from another field, you can create a professional summary explains how your existing skills will allow you to excel as a correction officer. Corrections Veteran If you move or apply for a leadership position, emphasize the skills mentioned in the job description in the summary, along with career highlights such as crisis prevention and inmate advocate, along with statistics to back up claims of success whenever possible. What to change replace paragraphs with bulleted lists Try not to present your experience in the form of long paragraphs or long lists of skills. Instead, separate different aspects of your experience into bulleted lists, and be as concise as possible. Look for Accuracy Background checks are often part of the hiring process in the Corrections field, so make sure you've only made honest claims on your resume for a prison position. Integrity is highly valued in the field, so think of your application as the first opportunity to show this quality to your next possible employer. LiveCareer offers a wealth of tools for job seekers to use when seeking work. Take advantage of our large collections of RESUME templates, resume samples, and resume samples to be used as a starting point when creating your resume. There is even a detective resume template in MS Word to check out. And get help with cover letter writing via our free cover letter builder. Maxine Curry Dayjob Limited The Big Peg 120 Vyse Street Birmingham B18 6NF England T: 0044 121 638 0026 E: info@dayjob.comPERSONAL SUMMARYA safe detective who can quickly command respect and trust in inmates, prisoners and other staff. Maxine has experience working in minimum, medium and maximum security institutions. She can care for, care for and control of inmates in both criminal and rehabilitative institutions. As a true professional, she is always vigilant, alert and looking for anything that could threaten the safety of employees, the public or inmates. During his career has always acted in accordance with established policies, regulations and procedures to maintain order. Her main strengths include monitoring work tasks details, performing physical searches and preventing prisoner escapes. Right now, she wants to join an institution where there are daily challenges and where there is room for future career growth. CAREER HISTORY Correctional Officer - StartDate - Present Employers name - Location Responsible for enforcing the institutions police and maintaining effective custody, care and control of inmates during their time there. Duties; Monitor the execution of inmates. Write reports about the behavior of prisoners. Running offenders treatment programs. Break up battles among prisoners. Employ weapons or power to maintain discipline and order. Talk to offenders about their personal issues or concerns. Escort offenders to and their place of confinement. Initiate disciplinary action against inmates who behave badly. Intervene when inappropriate offenders' behaviour is observed. Investigating allegations of inappropriate behavior towards employees. Taking inmates into custody. Issue uniforms, bedding and supplies to inmates. Dispensing of medicines to inmates and notes exactly what is handed out. JOB TITLE - StartDate - End date Employers name - LocationJOB TITLE - Start date - End date Employers name - LocationKEY SKILLS AND COMPETENCIES Professionals To accurately follow formal and informal instructions. Experience of supervision after prison. Willing to work unarmed among prisoners. Follow security practices. Work closely with others in a small unit. Confident in the ability to pass a medical exam and fitness test. Good decision-making skills. PersonalAttaaching emotional control in stressful situations. Confident of being able to pass the strictest background checks. Willing to conduct any necessary detective training that may be needed for new employees. Be able to work overtime at short notice. Willing to undergo a drug-screening test before hiring. SKILL AREASOffender management Interrogation techniques Crowd control Custody duties Rehabilitate prisoners Maintain orderACADEMIC QUALIFICATIONSUniversity name - Degree details Study Dates College name - Qualifications Study Dates School Names - / Grades Study DatesAvailable on request. Detective resume examples Correctional Officer resume correctional officer resume 2 Correctional Officer resume 3Correction officer cover letter examples Detective cover letter 1 Detective cover letter 2 Detective cover letter 3Related CVs Prison officer CV template Security officer CV templates Security Guard course Security Guard course Security Management courseMere resumes Resumes Painter templates

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