

Sample Student- Criminal Justice

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EDUCATION

Fitchburg State University, Fitchburg, MA
Bachelor of Science in Criminal Justice

December 2025

SKILLS

Computer: Microsoft Office Suite (Word, Excel, PowerPoint) and Google Suite

Research skills: LexisNexis and Westlaw

INTERNSHIP EXPERIENCE

Worcester County District of Attorney's Office, Worcester MA

Intern

May - August 2023

- Assisted prosecutors in preparing cases for trial by conducting legal research and drafting legal documents such as motions and briefs
- Observed courtroom proceedings, including arraignments, hearings, and trials, to gain insight into the criminal justice system
- Conducted interviews with witnesses and victims to gather evidence and information for ongoing cases
- Maintained organized case files and databases to ensure accurate documentation and easy access to information

WORK EXPERIENCE

Market Basket, Leominster MA

Clerk

September 2022 - Present

- Provide exceptional customer service by assisting customers with inquiries, locating products, and processing transactions at the checkout
- Maintain cleanliness and organization of the store, including stocking shelves, rotating merchandise, and ensuring compliance with safety and sanitation standards
- Collaborate with team members to achieve departmental goals and ensure efficient operation of the store
- Demonstrate strong communication skills by effectively communicating with customers, colleagues, and supervisors

CAMPUS INVOLVEMENT

Alpha Phi Sigma, Criminal Justice Honor Society
Fitchburg Activities Board

September 2023-Present

September 2021-Present