



# CRIMINAL JUSTICE

**Bachelor of Science: Criminal Justice**  
**Bachelor of Science: Criminal Justice with Paralegal**  
**Minor: Criminal Justice, Forensic Studies, Homeland Security**

The field of criminal justice affords students an opportunity to learn about some of the nation's most pressing problems: crime, justice, and social control. Criminal justice majors study law enforcement, courts, law and corrections, as well as agencies dealing with juvenile offenders. Students have the option of selecting from two programs: Criminal Justice or Criminal Justice with Paralegal Studies. Students interested in law may incorporate Pre-Law Studies into their curriculum. Graduates may work in a wide range of federal, state, and local government as well as private agencies. Employers recommend one or more internships to be successful and competitive when entering this field.

## Career types associated with Criminal Justice

*(Is this a good fit for you? Are you a...)*

- Enterprising - "Leader"
- Social - "Helper"
- Realistic - "Doer"

## Related skills, values, and qualities

- Strong oral and written communication skills
- Sensitivity to and tolerance of people of differing genders, ages, and ethnicities
- Ability to conduct research and effective interviews
- Ability to work well under pressure
- Strong ethical and moral values
- Ability to observe and analyze situations
- Ability to evaluate problems and make appropriate decisions
- Aptitude for leadership

## Courses Criminal Justice majors typically enjoy

- Civics/Government
- Criminal Justice
- Economics
- History
- Physical Education
- Psychology
- Social Studies
- Sociology

## Common interests of Criminal Justice majors

- Working part-time or volunteering in a community service agency/non-profit group
- Serving as a leader in a school or community organization
- Serving as a peer counselor, tutor, or hotline assistant
- Reading about social issues and attending lectures and conferences related to Criminal Justice
- Participating in military activities and/or serving as a volunteer in fire or law enforcement organizations

## For more information about the major

Contact the Criminal Justice Department, 365 Old Main, 484-646-4265, or visit [www.kutztown.edu/Criminal Justice](http://www.kutztown.edu/Criminal%20Justice)

## KU Majors related to Criminal Justice

Psychology, Public Administration, Sociology

Enterprising students may also be interested in: Accounting, Advertising\*, Communication Design, Communication Studies, Economics\*, Education, English-Professional Writing, Environmental Science, Finance, History, International Studies\*, Sport Management, Library Science, Literature\*, Management, Marketing, Multicultural Studies\*, Political Science, Public Relations\*, Social Work, Writing\*.

\* minor only

# FOUR STEPS TO SUCCESS

EXPLORE

DISCOVER

EXPERIENCE

IMPLEMENT

1<sup>ST</sup> YEAR

2<sup>ND</sup> YEAR

3<sup>RD</sup> YEAR

4<sup>TH</sup> YEAR

- Enroll in the Career Exploration Certificate.
- Attend info sessions to learn about career development and personal branding.
- Take a career assessment to identify and confirm interests.
- Get involved in campus clubs and organizations.
- Develop basic workplace skills through jobs or volunteer work.
- Talk with professors, family, and friends about career ideas.
- Conduct informational interviews with professionals working in fields of interest.
- Develop a relationship with your professors and faculty advisor.
- Meet with CDC career coach.
- Attend info sessions to learn about resume writing, and externships.
- Confirm your choice of major and consider options for double major or minor.
- Research careers of interest.
- Complete a job shadowing (externship) experience.
- Seek meaningful employment or volunteer work in a field related to your major.
- Explore options for undergraduate research and study abroad.
- Write a resume and have it reviewed by the CDC.
- Manage your online presence.
- Enroll in the Career Success Certificate.
- Complete an internship and/or undergraduate research.
- Attend info sessions about internships, interviewing, job search strategies, and grad school.
- Build a LinkedIn profile and continue to monitor your online presence.
- Complete a mock interview.
- Build skills through research projects, part-time employment, and volunteer work.
- Participate in employment panels, site visits & networking events.
- Attend internship & job fairs.
- Take on a leadership role in a student organization or work.
- Consider graduate school options and prepare for
- Attend your Senior Kick-off session and other info sessions to prepare for job search/grad school.
- Update your resume and LinkedIn profile.
- Create cover letter drafts.
- Gain experience through internships and/or undergraduate research.
- Secure references for job/grad school applications.
- Create your "30 second" commercial/elevator pitch.
- Meet with CDC to develop job search strategies.
- Research employers.
- Network with professionals through events and social media.
- Join a professional organization in your discipline.
- Attend the senior etiquette luncheon or dinner.
- Participate in job fairs and on-campus interviewing.

## Sample Career Titles

Criminal Justice majors can be found working in a wide variety of career fields. Here are just some career titles that may be of interest. Please note that some jobs may require further education and training.

To learn more about these careers, visit <http://online.onetcenter.org> or [www.bls.gov/oco](http://www.bls.gov/oco).

Airport Security Officer  
Alcohol, Tobacco & Firearms Officer  
Attorney  
Bailiff  
Body Guard  
Border Patrol Agent  
Case Assistant  
Child Support Agency Worker  
CIA Agent  
Community Service Coordinator  
Corrections Facilities Manager  
Corrections Officer  
Court Administrator/Clerk  
Criminal Investigator  
Criminologist  
Customs Agent  
Deportation Officer  
Deputy Marshall/Sheriff  
Detective

Drug Enforcement Agent  
Employment Agency Recruiter  
Environmental Conservation Officer  
FBI Agent  
Firefighter  
Fish & Game Warden  
Housing/Tenant Representative  
Industrial Security Specialist  
Juvenile Court Counselor  
Law Clerk  
Law Enforcement Officer  
Legal Assistant  
Litigation Manager  
Media Criminologist  
Non-Profit Organization Advocate  
Paralegal  
Park Ranger  
Parole/Probation Officer  
Police Detective

Police Instructor  
Polygraph Examiner  
Postal Service Investigator  
Pre-Trial Services Officer  
Private Investigator/Security Officer  
Public Defender  
Public Safety Officer  
Secret Service Agent  
Security Officer  
Social Service Worker  
State Police Officer  
Substance Abuse Counselor  
Resident Supervisor  
Surveillance Officer  
Teacher  
U.S. Marshall  
Victim Services Specialist  
Vocational Rehabilitation Counselor  
Warden

## Common Internship Sites and Employers

Criminal Justice majors often find internships and employment in the following fields/industries.

- Airports
- Financial Institutions
- Compliance/Legal Departments
- Courts and Law Offices
- Medical Groups
- Military and Para-Military Groups
- Non-Profit Organizations
- Private Business
- Law Enforcement
- Law Offices
- Public Interest Advocacy
- State/Federal Government



Handshake is the primary online resource  
for preparing and connecting students and alumni with employers.  
[www.kutztown.edu/Handshake](http://www.kutztown.edu/Handshake)

## Useful Websites for Criminal Justice Majors

Whether you are researching related career fields, applying for internships or jobs, or planning to join a professional association, these websites are for you!

<b>Industry/Employment Information</b>	<b>Professional Associations</b>	<b>Related Area Employers</b>
Careers in Corrections <a href="http://www.corrections.com/networks/careers">www.corrections.com/networks/careers</a>	Academy of Criminal Justice Sciences <a href="http://www.acjs.org">www.acjs.org</a>	<b>Police</b> Allentown Police Department Bethlehem Police Department Central Intelligence Agency Exeter Township Police Department Federal Bureau of Investigation Office of Inspector General Pennsylvania State Police Reading Police Department The Washington Center
Government Jobs <a href="http://www.governmentjobs.com">www.governmentjobs.com</a>	American Criminal Justice Association <a href="http://www.acjalae.org">www.acjalae.org</a>	<b>Courts</b> Berks County District Attorney Office of Lehigh County District Attorney Office of Montgomery County District Attorney Attorney Office of Pennsylvania Attorney General
Making the Difference <a href="http://www.makingthedifference.org">www.makingthedifference.org</a>	American Correctional Association <a href="http://www.aca.org">www.aca.org</a>	<b>Corrections</b> Bucks County Juvenile Probation Federal Bureau of Prisons Lehigh County Jail Lehigh County Juvenile Probation Montgomery County Adult Probation Pennsylvania Department of Corrections U.S. Probation and Pretrial Services, Middle District of Pennsylvania
<a href="https://www.criminaljusticeprograms.com/criminal-justice-careers/">https://www.criminaljusticeprograms.com/criminal-justice-careers/</a>	American Probation & Parole Association <a href="http://www.appa-net.org">www.appa-net.org</a>	<b>Human Services</b> Berks Connections / Pretrial Services Community Services Group KidsPeace Pennsylvania Department of Human Services Safe Berks
Police Employment <a href="http://www.policeemployment.com">www.policeemployment.com</a>	American Society of Criminology <a href="http://www.asc41.com">www.asc41.com</a>	
Police One <a href="http://www.policeone.com">www.policeone.com</a>	Association for Criminal Justice Research <a href="http://www.acjrca.org">www.acjrca.org</a>	
USA Jobs <a href="http://www.usajobs.gov">www.usajobs.gov</a>	International Association for the Study of Organized Crime <a href="http://www.iasoc.net">www.iasoc.net</a>	
United States Department of Justice <a href="http://www.justice.gov">www.justice.gov</a>	National Criminal Justice Association <a href="http://www.ncja.org">www.ncja.org</a>	
PA State Civil Service Commission <a href="http://www.scsc.pa.gov">www.scsc.pa.gov</a>	National Federation of Paralegal Associations <a href="http://www.paralegals.org">www.paralegals.org</a>	
Law Crossing <a href="http://www.lawcrossing.com">www.lawcrossing.com</a>		
LinkedIn Jobs <a href="http://www.linkedin.com/jobs">www.linkedin.com/jobs</a>		

# Building Your Resume for a Career in Criminal Justice

Building a strong resume for your career field starts long before you ever start your job search. Employers want to hire graduates who not only have the necessary educational background but also have experience applying that knowledge.

## Christina Justice

cjust000@live.kutztown.edu, 555-555-5555

### EDUCATION

B.S. Kutztown University of Pennsylvania  
Major: Criminal Justice Minor: Psychology  
Major GPA: 3.73  
Dean's List  
Kutztown, PA  
Dec 20xx  
Fall 20xx, Spring 20xx, Fall 20xx

**Related Courses:** Criminal Law, Criminal Procedure, Management of Offenders, Juvenile Justice System, Community Corrections, Investigation and Intelligence, Ethics in Criminal Justice

Learn more about your field and develop the necessary skills for employment by gaining hands-on experience through clinical practice.

### EXTERNSHIP & INTERNSHIP EXPERIENCE

Northampton Township Police Department  
Student Intern  
• Aided in the investigation of Northampton Township's suspected drug traffickers  
• Handled and documented evidence, both in the field and at headquarters  
• Assisted with record reviews and document filing within the detectives division  
Holland, PA  
Summer 20xx  
Student Extern  
• Witnessed police activities such as interviews and search warrants  
• Observed procedures including ticketing and probation investigations  
May 20xx

Utilize summer breaks to acquire valuable experience via volunteer or employment opportunities related to your major.

### RELATED EXPERIENCE

KuBOK, Kutztown Neighborhood Watch Program  
Volunteer  
• Patrol campus and community to ensure safety of students and citizens  
• Alert law enforcement of suspected criminal occurrences  
• Escort students home safely  
Kutztown, PA  
Fall 20xx-Present

Pennsylvania State Police: Bureau of Liquor Control Enforcement  
Underage Buyer  
• Coordinated with Liquor Control Enforcement officers to deter the sale of alcohol to minors  
• Attempted to purchase alcohol from liquor-licensed establishments  
• Identified non-compliant establishments and wrote detailed reports describing incidents of non-compliance  
• Provided testimony in administrative court hearings detailing incidents  
Fogelsville, PA  
Oct 20xx-Aug 20xx

College Town Bar  
Security  
• Provided security during peak bar hours  
• Utilize communication skills and occasional physical intervention to escort policy violators from the premises  
• Verified identification of potential bar patrons  
Lehigh Valley, PA  
May 20xx-May 20xx

Develop professionally through campus involvement and professional memberships. This illustrates responsibility, leadership abilities and time management skills.

### CAMPUS INVOLVEMENT & AWARDS

Criminal Justice Association, Kutztown University  
Career Success Certificate, Kutztown University Career Development Center  
Career Exploration Certificate, Kutztown University Career Development Center  
Fall 20xx-Present  
Spring 20xx  
Fall 20xx

### WORK EXPERIENCE

The Bagel Bar  
Cashier/Server  
• Prepare food for customers while ensuring all food safety regulations are followed  
• Train new employees on proper work procedures  
• Handle cash and credit transactions  
Kutztown, PA  
Aug 20xx-Present