

CORRECTIONAL OFFICER RESUME

A correctional officer is responsible for the handling of prisoners and other individuals who are held in a correctional facility. They need to be able to enforce the rules of the facility while also staying within state and federal law. This is a potentially dangerous position that requires discipline and the ability to remain calm under pressure. A high school diploma or GED is required, although some organizations also desire candidates with an associate's degree or bachelor's degree.

A correctional officer resume should detail general experience in this field if applicable. A successful candidate needs to be disciplined, organized, and capable of reacting well in high-pressure situations. Physical fitness is also essential. For your convenience, three correctional officer resume format options are provided below, with each one focused on providing an interesting presentation for candidates with varying degrees of experience.

Entry-Level Resume

Moving into the correctional officer field requires physical fitness, dedication, and the ability to handle high-pressure situations. It is important to show that you are driven and motivated. Caleb Johnson, the candidate in the correctional officer resume example provided below, showcases a strong desire to help the community in addition to the skills that will make him a superb correctional officer.

Caleb Johnson

33 Cardiac Circle
Las Vegas, NV89101
Home: (702) 751-8600
Cell: (702) 843-9612
[email]

EXTREMELY DEDICATED CORRECTIONAL OFFICER PROFILE

Dedicated and devoted correctional officer candidate seeking a professionally challenging position which will require a detailed knowledge of the correctional system and ability to communicate with inmates and professionals. Extremely motivated and capable of maintaining high-level organizational efficiency.

EDUCATION:

KAPLAN UNIVERSITY, Davenport, IA

Associate of Arts in Criminal Justice, 2014

Relevant Courses

- Criminal Law
- The Juvenile Justice System
- Criminal Evidence
- Police in America
- Forensic Science

KEY SKILLS:

Professional Skills

- Security maintenance
 - Inmate supervision
 - Inmate hygiene and housing
 - Policy enforcement
 - Conflict management
 - Emergency management
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- Microsoft Windows
 - Microsoft Windows
 - Mac OS X
 - Microsoft Office Suite

A mid-level professional in this field is likely to have at least some experience working within the prison or corrections system. This information should be identified early on your resume, but it is also important to make sure that you highlight the skills you have learned in your career. If you are curious as to how you can maintain an effective balance in this regard, look to the correctional officer resume sample provided here for help.

Pete Kendall

31 Miller Road – Las Vegas, NV 89101 – (702) 369-7410 – [email]

CORRECTIONAL OFFICER

Highly organized and dedicated to public service

- Intense and organized correctional officer with prior correctional facility experience.
- Highly disciplined and able to instill a sense of discipline and motivation in others.
- Detailed knowledge of safety and security procedures.
- Excellent physical condition.

EXPERTISE:

Institutional security: *Able to retain control of a large institution and ensure that security is never compromised.*

Inmate communications: *Strong communication abilities and knowledge of ways to lead inmates to follow orders and maintain a peaceful institution.*

Teamwork and cooperation: *Excellent ability to function effectively as part of a team and take the lead when necessary.*

EXPERIENCE:

State of Nevada Department of Corrections (Las Vegas, NV)

Correctional Officer, 2/2012-Present

Maintain institutional security and control. Supervise inmate hygiene and ensure that cells remain clean and in compliance with state and federal regulations. Inspect inmate living quarters as well as individual cells, common areas, and exercise rooms. Perform first aid and crisis intervention when needed.

State of Kansas Department of Corrections (Topeka, KS)

Correctional Officer, 1/2011-1/2012

Ensured safety and security of both staff members and inmates in a large moderate-security prison. Provided bed checks and guarded against contraband. Kept inmates occupied and active during their prison term. Maintained top physical shape and remained current on legal matters and regulations.

EDUCATION:

Associate of Arts in Criminal Justice, University of Kansas, 5/2010

Experienced Professional Resume

A person who has spent many years in this field should be sure to emphasize that on a correctional officer resume. By this point, at least half of your resume can focus on professional experience, although your personal goals, motivations, and qualities should still lead off the resume. The correctional officer sample resume provided below begins with Mr. Kent's contact information and professional skills before delving into a long and effective work history.

Harvey Kent

702-858-9566 | 31 Spade Boulevard | Las Vegas, NV 89101 | [email]

Motivated, experienced, and dedicated correctional officer candidate.

CORRECTIONAL OFFICER

Extremely dedicated correctional officer with extensive experience. Highly organized and capable of communicating effectively to both wardens and inmates. Attentive to detail, able to catch contraband, and ready to respond effectively in the case of an emergency.

CORE COMPETENCIES:

Screening – Firearms – Security software – Identity checking – Prisoner communications – Teamwork and cooperation

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Security protocols – Use of judgment – Decision-making – Law enforcement equipment – Hazardous equipment storage and use – Self-defense – Emergency protocols

Professional Experience:

LAS VEGAS REGIONAL PRISON – Las Vegas, NV

Monitoring prisoners and ensuring smooth organizational operation.

2011-Present

MISSOURI CORRECTIONAL FACILITIES – St. Louis, MO

Remained vigilant and attentive during shifts and responded quickly in case of emergencies.

MISSOURI CORRECTIONAL FACILITIES – St. Louis, MO

Remained vigilant and attentive during shifts and responded quickly in case of emergencies.

2007-2011

OKLAHOMA DEPARTMENT OF CORRECTIONS – Oklahoma City, OK

Ensure smooth operation of prison facilities and relative peace among inmates.

OKLAHOMA DEPARTMENT OF CORRECTIONS – Oklahoma City, OK

Ensure smooth operation of prison facilities and relative peace among inmates.

2006-2007

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