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…)

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
- 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 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, 484646-4265, or visit http://www.kutztown.edu/Criminal Justice

KU Majors related to Criminal Justice
Psychology, Public Administration, Sociology


* minor only
FOUR STEPS TO SUCCESS

EXPLORE

1ST 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.
• 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.

DISCOVER

2ND YEAR

• 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 Careers Cafe & networking programs.
• Attend internship & job fairs.
• Take on a leadership role in a student organization or work.
• Consider graduate school options and prepare for admissions tests.

EXPERIENCE

3RD YEAR

• Attend your senior kick-off 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.
• 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 dinner.
• Participate in job fairs and on-campus interviewing.

IMPLEMENT

4TH YEAR

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.

- Airport Security Officer
- Alcohol, Tobacco & Firearms Officer
- Attorney
- Bailiff
- Body Guard
- Border Patrol Agent
- Case Worker
- Child Support Agency Worker
- CIA Agent
- Community Service Coordinator
- Contracts Administrator
- 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 Enforcement Officer
- Legal Assistant
- Litigation Manager
- Media Criminologist
- Military Officer
- 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
- US Marshall
- Victim Services Specialist
- Vocational Rehabilitation Counselor
- Warden
- Witness Protection Program Worker
- Youth Advocate
Common Internship Sites and Employers
Criminal Justice majors often find internships and employment in the following fields/industries.

- Airports
- Financial Institutions
- Courts and Law Offices
- Medical Groups
- Military and Para-Military Groups
- Non-Profit Organizations
- Private Business
- Law Enforcement
- 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

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!

**Industry Information & Job/Internship Search Sites**
- Careers in Corrections
  www.corrections.com/networks/careers
- Government Jobs
  www.governmentjobs.com
- Making the Difference
  www.makingthedifference.org
- National Criminal Justice Reference Service
  www.ncjrs.gov
- Police Employment
  www.policeemployment.com
- Police One
  www.policeone.com
- USA Jobs
  www.usajobs.gov
- United States Department of Justice
  www.justice.gov
- PA State Civil Service Commission
  www.sscs.pa.gov
- LinkedIn Jobs
  www.linkedin.com/jobs

**Professional Associations**
- Academy of Criminal Justice Sciences
  www.acjs.org
- American Criminal Justice Association
  www.acjalae.org
- American Correctional Association
  www.aca.org
- American Probation & Parole Association
  www.appa-net.org
- American Society of Criminology
  www.asc41.com
- Association for Criminal Justice Research
  www.acjra.org
- International Association for the Study of Organized Crime
  www.iasonc.net
- National Criminal Justice Association
  www.ncja.org
- National Federation of Paralegal Associations
  www.paralegals.org
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
Kutztown University of Pennsylvania
B.S. Criminal Justice Minor: Psychology
Major GPA: 3.73
Dean’s List

Kutztown, PA
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

EXTERNSHIP & INTERNSHIP EXPERIENCE
Holland, PA
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

Student Extern
• Witnessed police activities such as interviews and search warrants
• Observed procedures including ticketing and probation investigations

Northampton Township Police Department
Holland, PA
Student Intern
• Summer 20xx

Student Extern
• May 20xx

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

RELATED EXPERIENCE
Kutztown Neighborhood Watch Program
Volunteer
Fall 20xx-Present

Kutztown, PA
• Patrol campus and community to ensure safety of students and citizens
• Alert law enforcement of suspected criminal occurrences
• Escort students home safely

Pennsylvania State Police Bureau of Liquor Control Enforcement
Underage Buyer
Fall 20xx-Aug 20xx

Fogelsville, PA
• 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

Lehigh Valley, PA
College Town Bar
Securities
May 20xx-May 20xx

• 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

CAMPUS INVOLVEMENT & AWARDS
Kutztown University
Criminal Justice Association
Fall 20xx-Present

Career Success Certificate, Kutztown University Career Development Center
Spring 20xx

Career Exploration Certificate, Kutztown University Career Development Center
Fall 20xx

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

WORK EXPERIENCE
The Bagel Bar
Cashier/Server
Aug 20xx-Present

Kutztown, PA
• Prepare food for customers while ensuring all food safety regulations are followed
• Train new employees on proper work procedures
• Handle cash and credit transactions

For More Information on Criminal Justice careers or to speak to a Career Counselor, contact KU Career Development Center
113 Stratton Administration Center * 610-683-4067 * careerhelp@kutztown.edu * www.kutztown.edu/careercenter