



RESUME GUIDELINES

The Vancouver Police Department will pre-screen potential applicants in order to assess their competitiveness within the selection process. This pre-screening serves two purposes: namely, *preliminary feedback* and *potential applicant identification*.

Resumes submitted to the Vancouver Police Department will be kept on file for one year. This will familiarize the Recruiting Unit with *potential applicants* prior to their entering the selection process. Your resume also provides an extra tool for the Vancouver Police Department to meet its Recruiting goal of hiring "Only the Best."



Please ensure that your resume contains all components of the following checklist that are applicable to your background.

It is imperative that all relevant qualifications are listed on your resume. This will help ensure an accurate assessment of your competitiveness in the application process.



VANCOUVER POLICE DEPARTMENT | RECRUITING UNIT

EDUCATIONAL HISTORY:

- Detail all completed college and university programs
- Include total number of credits obtained

WORK EXPERIENCE:

- Complete list of **ALL** employment to date
- Brief job descriptions for each position
- Reason for leaving position
- Details on any positions of responsibility held (i.e. supervisor)

VOLUNTEER EXPERIENCE:

- List all volunteer experience
- Detail all *police*-related volunteer experience

LANGUAGE SKILLS:

- Number of languages spoken and written
- Proficiency Level

CULTURAL KNOWLEDGE:

- Detail extent of knowledge of different cultures
- Relevant experience may come from:
 - Being raised within a different cultural setting
 - Marrying into a second culture
 - Work experience within a different culture

CRIMINAL RECORD & DRIVING HISTORY:

- Detail any criminal convictions and attach copies of criminal pardons granted
- List traffic tickets for past five years

OTHER UNIQUE ACCOMPLISHMENTS:

- Athletic and/or scholastic achievements
- Work-related citations or awards
- Extensive travel
- Any other unique accomplishments