

Five Police Agency

Name of the agency	Person you talked with(preferably a decision maker)	Address of the agency	Contact information(telephone information, email address)
Department of Public Safety	No internship	10311 Wilson Blvd, Blythewood, SC 29016	Office:(803) 896-5630 Email: JaimeCardona@scdps.gov
Lexington Police Department	No Internship	111 Maiden Ln, Lexington, SC 29072	Phone: (803)358-1504 Email:cmortenson@lexsc.com
Lexington County Sheriff Department	No Internship	521 Gibson Rd, Lexington, SC 29072	Phone: (803)904-2124 Email: drusinyak@lcsd.sc.gov
Columbia Police Department	Yes	1 Justice Square, Columbia, SC 29201	Phone: (803) 545-3398 Email: frprincehealth@columbiasc.net
Dorchester County Sheriff Department	No Internship	212 Deming Way, Box #9 Summerville, SC 29483	Phone: 843-832-0141 Email: Hrdept@dorchestercountysc.gov

Alexander L. McKinnon

mckinnonalexander2@gmail.com

844 Heyward Drive
Orangeburg, SC 29118
Mobile: (803) 347-3703

OBJECTIVE

I am a motivated individual who is very considerate of my surroundings. I enjoy helping others as well as looking out for others in any way possible.

EDUCATION

Bachelor of Arts – Criminal Justice

Benedict College
Expected GPA 3.36

Expected Graduation Date: December 2020

HONORS & AWARDS

- National Society of Collegiate Scholars Inductee, September 2017
- School of Honors Inductee, October 2017
- Dean List, 2016-2017 and 2017-2018
- Phi Mu Alpha Vice President 2018-Present

WORK EXPERIENCE

Store Associate

Salvation Army
Orangeburg, SC

May 2015- August 2015

Heavy Lifter

Allied Air/Randstad
Orangeburg, SC

May 2017- August 2017

Restaurant Associate

Panera Bread
Charleston, SC

June 2018- August 2018

Tree Guy

Natural Direction
Summerville, SC

May 2019 – August 2019

Allied Universal

Armed Security Guard
Columbia, SC

June 2020 - Present

SCHOOL ACTIVITIES

- Benedict College Cadet Police Program
- Xi Beta Chapter of Phi Mu Alpha Sinfonia Music Fraternity
- National Society of Collegiate Scholars
- Benedict College School of Honors
- Benedict College Concert Band and Marching Band
- Benedict College ROTC
- Cybersecurity Club

SKILLS and ABILITIES

I have a strong work ethic. I am an excellent team player. I also have great communication, leadership and organizational skills. I am reliable, adaptable, honest, dedicated, and compassionate. I possess the ability work with a large spectrum of people, age groups, and cultural backgrounds.

References available upon request

Alexander McKinnon

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Orangeburg, South Carolina 29118
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May 17, 2020
Lexington Police Department
111 Maiden Ln,
Lexington, SC 29072

Dear Lexington Police Department,

Thank you for the opportunity to apply for the position as an intern. After reviewing your job description, it is clear that you are looking for a candidate that is extremely familiar with the responsibilities associated with the role and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I am a college student with a major in Criminal Justice at Benedict College. During my academic career, I have managed to thrive in my classes and grow as a leader. During my professional career, I have gained skills such as problem solving, great communication, time management and active listening. In both my academic and professional life, my professors have consistently praised me and peers as I continuously apply my skills to any task given to me.

After reviewing my resume, I hope you will agree that I am the type of candidate you are looking for. Please contact me at (803) 347-3703 or via email at mckinnonalexander2@gmail.com arrange for a convenient meeting time. Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Lexington Police Department

Alexander McKinnon
844 Heyward Dr.
Orangeburg, South Carolina 29118
(803)347-3703
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May 17, 2020
SC Department of Public Safety
10311 Wilson Blvd,
Blythewood, SC 29016

Dear SC Department of Public Safety,

Thank you for the opportunity to apply for the position as an intern. After reviewing your job description, it is clear that you are looking for a candidate that is extremely familiar with the responsibilities associated with the role and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

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212 Deming Way, Box #9
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