


FBLA Entrepreneurship/Career Awareness and Exploration

Project	FBLA Integration
<p>Review Business Award - Activity 12</p> <p> Complete</p> <ul style="list-style-type: none"> Activity 12 - Entrepreneurship/Career Awareness and Exploration Required. Prepare a resume, cover letter, and job application, applying for your dream job. <p>(Upload a copy of your resume and cover letter. Use the online job application form.)</p>	<p>BAA Business Activity 12 – Entrepreneurship/Career Awareness and Exploration</p>

Resume Checklist

Business Achievement Awards (Activity B12)

Alyssa Barlow - BAA Key: X621TALZ - Membership Id: 2827980

Thomas County Central High School - Chapter 3615

Compiled: 10/25/2019 9:36:58 AM

CONTENT

Does your resume have a heading--name, address, phone number with area code?	Yes
Have you included a career objective?	Yes
Did you mention your GPA if applicable?	Yes
Did you include a list of skills (software, typing speed, machines, or soft skills)?	Yes
Is your employment listed in reverse chronological order?	Yes

Did you give a phone number and supervisor's name for each job listed? No

Have you used action verbs in describing your skills and duties in previous positions? Yes

Did you distinguish between part and full-time jobs? No

Did you include special awards, activities, or community involvement? Yes

If you had an officer role in an organization, did you include your responsibilities? Yes

LANGUAGE

Have you avoided the use of "I"? Yes

Are your verb phrases consistent? (present tense verbs for current job; past tense verbs for previous) Yes

FORMAT

Is your resume limited to no more than two pages? Yes

Is your resume well-balanced across the page? Yes

Do the major headings stand out on the page? Yes

Does your resume use ONLY 1 or 2 fonts? Yes

ACCURACY

Is your resume free of typographical errors? Yes

Are phone numbers, addresses, abbreviations typed consistently? Yes

COMMENTS

600 W College Avenue
Tallahassee, FL 32306
(123)-456-7890
alyssabarlow@gmail.com

Thursday, September 12, 2019

Mr. Christopher Wray
Director of the Federal Bureau of Investigation
Federal Bureau of Investigation
935 Pennsylvania Avenue
Washington, D.C. 20535

Dear Mr. Wray,

Please consider my resume and cover letter for the Behavioral Analysis Unit of the Federal Bureau of Investigation. I came across this organization and position by searching for jobs dealing with the subject of criminal justice and psychology. I am passionate about psychology and criminal justice. In May of 2026, I will receive my Bachelor's Degree in Psychology and Criminal Justice. I am currently a senior in my last semester at Florida State University.

I am interested in the act of profiling a criminal's behavior in order to apprehend him/her. For years, I have studied body language, mental disorders, and many other key factors that reveal information about people. I am willing to work long hours and go out into the field to accurately perform this job. I have job experience that allows me to work well with others, build strong communication skills, and become a good leader.

I would like the opportunity to interview for this position. I would also like to talk to you about other opportunities and hiring plans. Within three weeks, I will call you to check up on the progress of my cover letter and resume. In two weeks, I can schedule a meeting with you as I will be in Washington, D.C., at the time. If you wish for me to do so, I am perfectly fine with providing you more information about myself that could help you make a decision. Thank you for your consideration.

Sincerely,

Alyssa Barlow

Enclosure: Resume

ALYSSA BARLOW

600 W College Avenue, Tallahassee, FL - (123)-456-7890

alyssabarlow@gmail.com

To obtain a position as Criminal Profiler with Federal Bureau of Investigation

□

EXPERIENCE

AUGUST 2025 – PRESENT

SCHOOL PSYCHOLOGIST, THOMAS COUNTY CENTRAL HIGH SCHOOL

- Working with students.
- Analyzing mental issues and problems.
- Providing counseling.

AUGUST 2023 – AUGUST 2025

CAMPUS SECURITY, FLORIDA STATE UNIVERSITY

- Patrolled Campus.
- Enforced campus laws.

JULY 2021 – JULY 2023

ELLIANOS COFFEE, THOMASVILLE, GEORGIA

- Served customers.
- Kept an accurate drawer.
- Handled cash transactions.

EDUCATION

2022 – PRESENT

FLORIDA STATE UNIVERSITY, BACHELOR'S DEGREE

GPA: 4.0

Graduated with Summa Cum Laude

Program of Study: Core classes with emphasis on Human Behavior and Psychology.

2022 – PRESENT

FLORIDA STATE UNIVERSITY, BACHELOR'S DEGREE

GPA: 4.0

Graduated with Summa Cum Laude

Program of Study: Core classes with emphasis on Criminal Justice.

REFERENCES

Available upon request

Job Application

Business Achievement Awards (Activity B12)

Alyssa Barlow - BAA Key: X621TALZ - Membership Id: 2827980

Thomas County Central High School - Chapter 3615

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Job Application by Alyssa Barlow

- Position Applied For: Criminal Profiler for the Federal Bureau of Investigation

- Personal Information:

Address:

3271 McKinnon Road Thomasville, GA 31757

- Contact Information:

Phone: (229)-977-1190

E-mail: apbarlow2004@gmail.com

- Education

Name of School:

Attended From/To: Awards/Honors:

Thomas County Central High School

2018-Present

FBLA Region Champion

- Current Employer

Name: School Store

Address:

4686 US 84 Bypass W Thomasville, GA 31792

Phone: 229-225-5050

May we Contact? Yes

How Long?: 2018-Present

- References

Name: Nicholas Haskin

Address:

2018 Wiregrass Circle Moultrie, GA 31768

Phone: (229) 300-0871

Email: nhaskin@tcjackets.net

Name: Beth Adams

Address:

4686 US 84 Bypass W Thomasville, GA 31792

Phone: 229-225-5050

Email: badams@tcjackets.net

100/100

Teacher Feedback:

Great job Alyssa! Good job on completing your form. Remember that all of your BAA activities will be averaged together for one project grade this 9 weeks. BAA Activity 12 has many pieces to it and you did a great job throughout. Being a region officer, it is important that you continue to work through your BAAs to prepare you to run for state office!