



A. W. FRASER & ASSOCIATES

INDUSTRIAL PSYCHOLOGISTS MANAGEMENT CONSULTANTS

OFFICER CANDIDATE DEVELOPMENT PROGRAM SESSION — FEBRUARY 19, 2002 TIPS ON PREPARING YOUR CV

AN "OUTSIDE WORLD" LOOK AT CVs

Expect That Outsiders Will Review Your CV In Preparation For Interview

Some Key Steps

1. Determine in detail the qualities that the decision makers are screening for.
From:
 - Six RCMP core values
 - Eight RCMP core competencies
 - The level of organizational responsibility, eg. level 3
 - The stated requirements of the specific position
 - The Selection Boards involved
 - The location of the job
 - The priorities of the Board members
2. Reflect/recall thoroughly "every" accomplishment or result that, at that time, you felt proud of, or that you received very favourable feedback about.
3. Choose the two or three best examples from your background that show each quality gathered in step 1.
4. Create your CV format.
5. Drop in your background data and your examples.
6. Edit for:
 - Accuracy
 - Best examples
 - Brief — be ruthless
 - Layperson/business language
7. Communicate about you, be yourself.
8. Use the input of others at every step.

Best wishes for continuing career success.

Jim Wuest
Managing Partner

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LAW ENFORCEMENT PROFESSIONAL

Offering 15 years of solid security, law enforcement, and staff management experience

Dedicated, proactive law enforcement professional with extensive experience recruiting, training, and motivating teams of up to 40. Gained a strong reputation with diverse contacts in the law enforcement field and community. Fully accountable for staffing, budgeting, policies, procedures, integration, and overall crime prevention. Specialized training in all aspects of break and enter, motor vehicle accidents, causation, homicide, robbery, fire cause, fraud, drug operation, and surveillance. Excellent communication, interrogation, interpersonal, and presentation skills. Outstanding leader with a firm but fair attitude and a reputation for honesty, loyalty, and integrity. Strong knowledge of police and security procedures including:

- Crime and Intelligence
- Resource Management
- Crisis Management
- Evidence Collection and Protection
- Security and Emergency Response
- Budgeting and Administration
- Personnel Management
- Investigation and Search Procedures
- Traffic Control Operations
- Testifying and Defense Representation

PROFESSIONAL EXPERIENCE

Commander - Special Agent in Charge
Houston Field Office

1986 - Present

Planned, controlled, and directed the overall investigation of individual or property crimes within the Houston area. Supervised staff of 40 investigators, security officials, police officers, and administrative personnel. Directed case preparation and management, personnel requirements, crisis planning and response, suspect interrogation, and witness investigation. Monitored and controlled all budgets and administrative aspects, including investigative reports, evidence and report retention, payroll, proposals, and policy / procedure manuals.

Selected Special Investigations and Projects

- Spearheaded undercover investigation, leading to 86 arrests for trafficking cocaine and other illegal drugs. Coordinated 14 law enforcement officers working 24/7 to solve case in 2 weeks; a record for this size drug operation.
- Developed and implemented an automated exhibit management system using the PIRS database to increase speed, security, and accuracy of investigative reporting - 54 field offices adopted system.
- Discovered and prevented a murder plot against a U.S. Official, applying sharp analytical and problem-solving skills, exhausting all available leads.
- Earned State Medal for uncovering and developing a solid case against large arson ring based in Houston, and for apprehension of seven arsonists responsible for 21 counts.

EDUCATION/SPECIALIZED TRAINING

B.A., Management/Communications, University of Houston, Houston, TX - 1982

1500+ Hours of Advanced Training including: Discipline Management Skills... Law Enforcement Specialized Training... Public Relations... Human Resources Management... Case Investigations