



IMPROVE YOUR WRITING SKILLS

*Hiring Tip Sheet for Police Officer Candidates**

Report writing and communication skills are a critical part of being an Officer. In order to prepare yourself for a career in Law Enforcement, consider taking local or online English and writing courses. Below are a few suggestions:

Local Community Colleges

Green River College – www.greenriver.edu

- Adult Basic Education, eLearning, and on campus classes available
- Prices vary based on assessments, fees, and credit hours
(Example: Adult Basic Education classes are \$25-28/quarter; classes for credits are \$102.91/credit)
- Class suggestions – English Composition I; Writing for Trades and Career/Technical Degrees

Highline College – www.highline.edu

- Adult Basic Education, Distance Ed (online), and on campus classes available
- Prices vary based on assessments, fees, and credit hours
(Example: Classes for college credits are \$102.91/credit; \$37.70 academic technology fee for some online classes)
- Class suggestions – Prep College Writing; English Composition I

Online Courses:

Class-Central.com

- Self-paced or scheduled start courses
- Free (or very close to free) online courses
- Certificates available for purchase
- Search suggestions: Basic English writing, Grammar & Writing

Lynda.com

- Self-paced
- 10 day free trial, or monthly subscription cost (\$19.99 basic, \$29.99 premium)
- Search suggestions: Writing in Plain English, Grammar Fundamentals, Editing and Proofreading Made Simple

UniversalClass.com

- Self-paced
- Continuing Education Credits (CEU) available but not required
- Costs vary depending on class and selection of CEU
- Search suggestions: Writing Basics, English Grammar

**Disclaimer – charges, availability, and quality of the course cannot be confirmed, and are not sponsored or supported by the City of Auburn. Should you chose to pursue one of these suggestions, you are responsible for doing your own research and selecting the option that best suits you.*