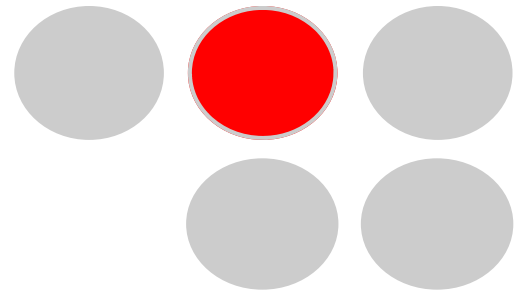


Scannable Résumé Sample



Sally Simpson

542 Locust Ave. #6
Edwardsville, IL 62025
ssimpson@siue.edu
Cell #: 555-555-1234

Education

Southern Illinois University Edwardsville, Edwardsville, IL
Bachelor of Arts in Psychology, Expected: May 2013
Minor: Sociology

Employment History

Administrative Assistant, June 2009 – August 2012

Law offices of D&D, Sinclair, IL

*Maintained a neat and orderly work place to guarantee important documents and messages could be located whenever they were needed.

*Fielded telephone calls and delivered detailed, accurate messages to the appropriate firm member.

*Operated and maintained office copier and fax machine.

Server, January 2008 - June 2009

Johnnies Grill and Pub, Blissfield, IL

*Provided above average customer service by maintaining a positive attitude, high energy, and friendliness during each interaction with customers.

*Exercised conflict resolution skills on a weekly basis by negotiating resolutions with unsatisfied diners.

*Successfully trained and educated new servers about all aspects of the position to ensure a smooth transition into the server team.

Volunteer Experience

*The Human Fund

*American Pet Association

Computer Skills

*Proficient in Microsoft Office (Word, Excel, PowerPoint)

*Introductory experience with Adobe Photoshop

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0281 Student Success Center

618-650-3708

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