

# First Last

4 Eddie Cougar Rd ♦ Edwardsville, IL 62025 ♦ (618) 555-9876 ♦ e-id@siue.edu

## EDUCATION

Southern Illinois University Edwardsville (SIUE)

**Bachelor of Arts in Applied Communication Studies**

Minor in Business Administration

Edwardsville, IL

**Expected: May 2024**

Edwardsville High School (EHS)

**High School Diploma**

Edwardsville, IL

**May 2021**

## EXPERIENCE

Old Navy

**Sales Associate**

Edwardsville, IL

**June 2020 – Present**

- Assist customers with finding the merchandise that best suits their needs
- Inform customers about sales and promotions
- Maintain clean and organized displays while answering questions from the customer
- Manage money at the register and train new employees

YMCA

**Human Resources Job Shadow (16 hours)**

Edwardsville, IL

**July 2021**

- Observed a Human Resources Specialist and Manager over 2 days
- Learned how to use PeopleSoft and properly filled out various human resources paperwork

## HONORS & AWARDS

- Cougar Pride Scholarship (Fall 2021 to Present)
- Busey Bank Community Scholarship Recipient
- EHS National Honors Society

## STUDENT INVOLVEMENT

- SIUE Alpha Sigma Tau Sorority
- EHS Student Council
- EHS National Honors Society
- EHS Color Guard

## VOLUNTEER EXPERIENCE

- Metro East Humane Society
- Glen/Ed Food Pantry
- YMCA – Edwardsville, IL

**TIP:** Remember to remove your High School (under Education) and related High School experience once you have completed your 1<sup>st</sup> full year at SIUE. Resumes should be focused on collegiate level experience rather than high school level at that point.

Start gaining experiences at SIUE to replace activities completed during High School as soon as you can! Connect with the SIUE Kimmel Involvement Center to learn of organizations that may interest you personally and professionally.

*Sample Resume* – Please contact us for additional assistance.

SIUE Career Development Center | (618)650-3708 | [careerdevelopment@siue.edu](mailto:careerdevelopment@siue.edu)

