

First Name Last Name

Linkedin.com/yourname

firstlast@siue.edu

(618)111-1111

Education

Southern Illinois University Edwardsville (SIUE)

Edwardsville, IL

Bachelor of Science in Criminal Justice Studies

Expected: December 2024

Minor: Psychology

GPA: 3.67

Relevant Coursework

Criminal Law

Crime, Theory, and Practice

Data Analysis in Criminal Justice

Internship Experience

Adult Probation Department Intern

Fall 2023

Circuit Court of Cook County

Chicago, IL

- Assisted an assigned probation officer on interviewing probationers, scoring risks and needs assessments, and completing supervision plans
- Prepared court documents and attended court hearings
- Presented to faculty on the experience and how it related to the coursework

Work Experience

Cashier

August 2023-Present

SIUE Dining Services

Edwardsville, IL

- Provided excellent customer service to ensure a welcoming atmosphere
- Maintained a clean and orderly workspace to allow for efficient transactions

Activities

SIUE Criminal Justice Club

Skills

- Microsoft Word
- Microsoft Teams
- Canva
- Zoom
- Microsoft Excel

Honors and Awards

SIUE Dean's List

SIUE Cougar Pride Scholarship