

First Last

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 20xx

Edwardsville High School (EHS)
High School Diploma

Edwardsville, IL
May 2023

EXPERIENCE

Old Navy
Sales Associate

Edwardsville, IL
June 2023 – 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 2023

- 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 2023 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 1st 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 Belonging & Engagement Hub to learn of organizations that may interest you personally and professionally.