

FIRST LAST

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Edwardsville, IL 62025
firstlast@siue.edu 618.555.1234

EDUCATION

Southern Illinois University Edwardsville (SIUE)
Bachelor of Science in Integrative Studies
Focus Area: Psychology and Business Administration

Edwardsville, IL
Expected May 20XX
GPA 3.1

Lewis & Clark Community College
Associates Degree in Science

Godfrey, IL
May 20XX

RELEVANT COURSES

Understanding the Business Environment	Managing Group Projects
Global Cultures, Race, and Equity Education	Principles of Linguistics
Industrial/Organizational Psychology	Psychological Test and Measures

INTERNSHIP

Talent Acquisition Intern

Summer 2024

Amazing Company

St. Louis, MO

- Worked with specialist to learn recruitment for all levels of the organization
- Administered and interpreted psychological testing as part of recruitment process
- Reviewed resumes, completed initial screen and interview of applicants
- Sent appropriate correspondence to applicants not hired

WORK EXPERIENCE

Golf Course Grounds Work

Summer 2022 & 2023

SIUE

Edwardsville, IL

- Worked to ensure golf course playability and ensure pleasing aesthetics
- Followed safety procedures for operating large grounds work machinery

VOLUNTEER WORK

Glen/Ed Food Panty

August 2023-present

SKILLS

Microsoft Office Suite
Canva

Google Docs
Zoom

Sample Resume – Please contact us for additional assistance.

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