**Math Resume Template (DON’T INCLUDE THIS)**

Career Center

Shippensburg University of Pennsylvania

career@ship.edu ∙ career.ship.edu ∙ 717-477-1484

**Name**

Contact Information (Address, Phone number, Email address)

**EDUCATION/TRAINING**

**Bachelor of Science in Mathematics,** Expected Graduation month, year

Pennsylvania Department of Education (PDE) Certification: **English Secondary Education (Gr. 7-12)**

Shippensburg University, Shippensburg, PA

GPA: (list if noteworthy; 3.0+)

 **Possible subheadings under Education: \***Study Abroad; Honors; Relevant Coursework**\***

**STUDENT TEACHING/FIELD EXPERIENCE**

**Grade/Subject,** dates (repeat for additional placements)

School, City, State

* List relevant duties performed during internship
* Use past tense action verbs to describe duties

**RESEARCH PROJECTS**

**Title of Research,** dates

* List duties/responsibilities; scope/size of the project; human subject approval (if relevant); funding/financial support
* Of project; outcomes of research/project
* Was project submitted/approved for publication?
* Use past tense action verbs to begin each bulleted statement

**ADDITIONAL EXPERIENCE**

**Job Title**, Organization (dates)

City, State

* List duties/responsibilities; scope/size of the project; human subject approval (if relevant); funding/financial support
* Of project; outcomes of research/project
* Was project submitted/approved for publication?
* Use past tense action verbs to begin each bulleted statement

**PROFESSIONAL MEMBERSHIPS**

**Mathematical Association of America,** Student Member since 2010

**CERTIFICATIONS/CLEARANCES**

American Red Cross Adult/Child/Infant CPR, dates

American Red Cross First Aid, dates

**COMMUNITY SERVICE** (more passive involvement such as Blood drives, Relay for Life, marathons)

Organization (dates); Organization (dates); Organization (dates); Organization (dates);

Organization (dates); Organization (dates); Organization (dates); Organization (dates)

**Other Possible Headings to Incorporate In Resume**

Computer Skills; Military History; Campus Leadership/Involvement; Professional Memberships/Affiliations; Adult-Related Care; Youth-Related Care; Business-Related Experience; Non-Profit Experience; Coaching Experience; Publications; College Athletics

**Math Resume Example**

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**Bill Hader**

Contact Information (Address, Phone number, Email address)

**EDUCATION/TRAINING**

**Bachelor of Science in Mathematics,** Expected Graduation May 2024

Concentration: Statistics

Pennsylvania Department of Education (PDE) Certification: **English Secondary Education (Gr. 7-12)**

Shippensburg University, Shippensburg, PA

Accredited by the National Council for the Accreditation of Teacher Education (NCATE)

GPA: 3.6

**STUDENT TEACHING/FIELD EXPERIENCE**

**7th Grade Math** August 2022 – December 2022

Chambersburg Middle School, PA

* Prepared students to go into algebra within the next year
* Taught one section with 25 students
* Introduced topics in geometry, algebra, and business focused math

**Pre-Calculus** January 2023 – May 2023

Shippensburg High School, PA

* Taught 2 sections with students ranging from grades 10-11
* Instructed 30 students each lesson
* Planned and executed lesson plans to communicate content
* Tutored students after school to help them grasp the concepts

**ADDITIONAL EXPERIENCE**

**Orientation Leader**, Shippensburg University, May 2018 - Present

Shippensburg, PA

* Alongside 30 staff members, implemented two-week long orientation program servicing over 1,200 students
* Worked with university staff to better communicate the values of the institution
* Professionally communicated with parents and family on any questions they may have had.
* Problem-solved crisis situations in expedited fashion.

**Sales Associate,** Walmart, July 2016 – November 2017

* Assisted customers within clothing department and facilitated them into dressing rooms
* Managed POS system used by all Walmart stores
* Reported directly to area supervisor to discuss revenue generators

**PROFESSIONAL MEMBERSHIPS**

**Mathematical Association of America,** Student Member since 2010