**Spanish 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)

**Online Portfolio Available at: www.webaddress.com**

**EDUCATION/TRAINING** (TRAINING is optional)

**Bachelor of Arts in Spanish,** Expected Graduation, Month, Year

Minor: (if applicable)

Shippensburg University, Shippensburg, PA

GPA: (list if noteworthy; 3.0+)

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

**LANGUAGES:** (include level of proficiency)

**PROFESSIONAL INTERNSHIPS**

**Title,** Organization(dates involved)

City, State

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

**RELEVANT EXPERIENCE** (may also include Community Service)

**Job Title** (for Community Service, “Job Title” may be “Volunteer”, “Tutor”, “Coach”), dates

Organization, City, State

* Describe duties/responsibilities
* Be specific
* Use “buzz” words related to the field
* Begin each bullet with an action verb; No personal pronouns

**Campus Leadership/Involvement** (Highlight any leadership roles or positions held)

**Leadership Role,** Organization(dates)

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

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

**ADDITIONAL EXPERIENCE**

**Job title**, Company (dates)

**Job title**, Company (dates)

**OR:** Variety of full-time, part-time, and seasonal positions to finance further education

**First Name, Last Name, Page 2 of 2** (Always best to keep resume to 1 page, however…)

**Relevant Projects/Research Projects:**

**Title of Project/Research**, dates conducted

* 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 references and portfolio available upon request**

**Other Possible Headings to Incorporate In Resume**; (possibly subheadings); Military History; Professional Development/Conferences Attended; Professional Memberships/Affiliations; Community Service/Involvement; Media Equipment/Skills; Graphic Design Experience; Media-Related Experience (Print/Electronic); Research Projects

**Spanish Resume Example**

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**Sarah Jame**

Contact Information (Address, Phone number, Email address)

**Online Portfolio Available at: www.webaddress.com**

**EDUCATION**

**Bachelor of Arts in Spanish,** Expected Graduation, May, 2021

Minor: French

Shippensburg University, Shippensburg, PA

GPA: 3.9

**LANGUAGES:**

* French, 3 years
* Spanish, 5 years

**PROFESSIONAL EXPERIENCE**

**Student Intern,** TransPerfect, May 2020 – August 2020

New York City, NY

* Coordinated with team of interns to translate three films with French subtitles.
* Served as liaison between clients as a translator
* Drafted Spanish policy for executive leadership previously written in English.

**Intern,** Act & Help, May 2019 – August 2020

Portugal, Spain

* Serving to fight homelessness and poverty in India, staffed main office in Portugal.
* Maintained front office by answering phones in fluent Spanish.
* Transcribed meeting minutes with families affected by poverty to be delivered to executive management.

**RELEVANT EXPERIENCE**

**Waitress,** I-Hop, July 2016 - Present

Pittsburgh, PA

* Perform consistent check-ins with patrons to ensure satisfaction and address complaints swiftly.
* Answer questions about the menu and make recommendations when appropriate or requested.
* Prepare appetizers, salads, and cold dishes.

**Sales Associate,** Dunder Mifflin Paper Company (dates)

* Responded to telephone inquiries by providing quality service to customers and associates.
* Strived for quick complaint resolution; commended by supervisor for the ability to resolve problems on the first call and avoid escalation of issues.
* Pioneered new accounts and maintained a strong, growing customer base.