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

Career Center

Shippensburg University of Pennsylvania

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

**Name**

**Contact Information** (Includes Address, Phone, and Email)

Link to Online Portfolio (or LinkedIn Profile)

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

**Bachelor of Arts in English**,Expected Graduation month, year

Concentration: (Select \*Literacy Studies or Professional & Creative Writing\*)

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 INTERNSHIP(S)** (internship that has been completed for academic credit)

**Organization,** dates

City, State

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

**RELEVANT EXPERIENCE** (not just “paid” experience)

**Job Title** (could be “Volunteer”, “Freelance Writer”, “Editor”, etc.), 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

**Writing Projects (**or **Publications)**

**Title of project**, date

**Title of project,** date

**RESEARCH PROJECTS**

**Title of Research**, dates

**Title of project,** date

**PROFESSIONAL MEMBERSHIPS/AFFILIATIONS**

Title of Organization, Member since date

Title of Organization, Member since date

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

**Selected Professional Development/Conferences Attended**

Title of Conference/Seminar/Workshop, Sponsoring Organization/Location, date

Title of Conference/Seminar/Workshop, Sponsoring Organization/Location, date

**Relevant Awards/Recognitions**

**Title of Award/Recognition**, dates

**Title of Award/Recognition**, 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)

**ADDITIONAL EXPERIENCE**

**Job title**, Company (dates)

**Job title**, Company (dates)

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

**Other Possible Headings to Incorporate In Resume**

Computer Skills; Military History; Campus Leadership/Involvement; Freelance Projects; Professional Memberships/Affiliations; Business-Related Experience; Technical Writing Experience; Non-Profit Experience; Publications; Collegiate Athletics; Customer Service Experience; Marketing/Sales Experience;

**English Resume Example**

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**Jane Doe**

**Contact Information** (Includes Address, Phone, and Email)

Link to Online Portfolio (or LinkedIn Profile)

**EDUCATION**

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

Concentration: Writing Emphasis

Minor: Technical Writing

Shippensburg University, Shippensburg, PA

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

GPA: 3.2

**PROFESSIONAL INTERNSHIP(S)** (internship that has been completed for academic credit)

**Intern: Staff Writing,** The Blaze, (May 2019- August 2019)

Virtual

* Provided research assistance to a team of eight staff writers, resulting in increased knowledge of the journalism workplace.
* Created and published five original articles based on research.
* Communicated with subjects of articles to ensure quality and honest publication.

**RELEVANT EXPERIENCE** (not just “paid” experience)

**Writing Center Tutor,** Shippensburg University (August 2017 – Present)

Shippensburg, PA

* Taught students how to engage in “the writing process” by scheduling appointments to coincide with the writing process, including research, drafts, and final edits.
* Focused on the writer as a whole person, rather than focusing solely on presenting assignment.
* Cultivated a professional reputation with students and professors, resulting in a clientele base referred by professors or classmates

**Staff Writer,** The Slate (February 2018 – Present)

Shippensburg, PA

* Crafted one article each week for the Current Events Column to raise awareness of world issues on campus.
* Promptly met publication deadlines, contributing to the newspaper’s team of 20 staff.
* Developed sound research practices and applied interview skills learned in classes.

**PROFESSIONAL MEMBERSHIPS/AFFILIATIONS**

PRSSA, Member since 2020

**PROFESSIONAL PORTFOLIO AND REFERENCES available upon request**