**Exploratory Studies 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, and Email)

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

**Bachelor's Degree,** ExpectedGraduation month, year

*Elnetta G. Jones School of Academic and Exploratory Programs*

Shippensburg University, Shippensburg, PA

GPA: (list if noteworthy; 3.0+)

**PROFESSIONAL EXPERIENCE**

**Title*,*** Organization(dates involved)

City, State

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

**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

**CAMPUS LEADERSHIP** (*Highlight any leadership roles or positions held)*

**Leadership Role**, Organization, dates involved

* List duties/responsibilities of interest to employer; think relevance
* Begin bullets with past tense action verbs

**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)

**PROFESSIONAL MEMBERSHIPS/AFFILIATIONS**

Title of Organization, Member since date

Title of Organization, Member since date

**Selected Professional Development/Conferences Attended**

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

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

**Other Possible Headings to Incorporate In Resume**

Military History; Campus Leadership/Involvement; Certifications; Community Service; Languages; Professional Memberships/Affiliations; Business-Related Experience; Non-Profit Experience; Publications

**Exploratory Studies Resume Example**

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**Jimmy Jones**

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

**EDUCATION**

**Bachelor of Science in Exploratory Studies,** ExpectedGraduation May 2022

Minor: Political Science

*Elnetta G. Jones School of Academic and Exploratory Programs*

Shippensburg University, Shippensburg, PA

**PROFESSIONAL EXPERIENCE:**

**Resident Assistant,** SU Housing and Residence Life, August 2018 – Present

Shippensburg, PA

* Created a supportive community for 30-50 residents using programs and interactions that focused on student development while developing soft skills such as crisis management, conflict resolution, and program planning.
* Efficiently managed paperwork, policies, procedures, and all assigned responsibilities to promote healthy, safe environments.
* Adapted leadership style for different student demographics so that communities thrived.

**Orientation Leader**, SU New Student & Family Programming, June 2017 – Present

Shippensburg, PA

* Assisted 1,200 new students and their families in transitioning to Shippensburg University.
* Maintained clear communication with faculty and staff to keep new student orientation running smoothly.
* Modeled appropriate social and academic behavior to incoming students

**Store Associate**, United Parcel Services, July 2016 – August 2018

Shippensburg, PA

* Processed and received UPS, USPS, FedEx, and DHL packages for customers using CMS and Mailbox Manager and utilizing POS for retail services.
* Problem-solved numerous packing challenges while adhering to federal and state regulations.
* Entrusted with opening and closing store while managerial leadership was away and sanitized entire building hourly to mitigate COVID-19 spread.

**CAMPUS LEADERSHIP:**

**Senator**, Student Government, August 2017 - Present

* Represented athletic students in numerous public meetings and voted on their behalf.
* Advocated for the creation of new on-campus parking lots.
* Entertained executive leadership of PASSHE including Chancellor Greenstein during visits and dinners.