**Geography 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, E-mail)

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

**Bachelor of Science in Geography**, Expected Graduation Month & Year

Concentration: (\*S*elect Geographic Information Systems (GIS) or do not include)*

Minor: *(if applicable*)

Shippensburg University, Shippensburg, PA

GPA: (list if noteworthy; 3.0+)

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

**LABORATORY EQUIPMENT/FIELD SKILLS**

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*(This is a great place to convey lab skills and field skills/equipment used for science majors and photography skills, technical equipment for art and communication/journalism majors)*

**Computer Skills:** *(List relevant applications, programming languages, or operating systems)*

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**PROFESSIONAL INTERNSHIPS/FIELD EXPERIENCE**

**Title**, Organization (dates involved)

City, State

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

**RELEVANT EXPERIENCE**

**Title** (for Community Service, your Job Title may be “Volunteer”), 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

**RESEARCH PROJECTS**

**Title of 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)

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

**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

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

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

**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**

Languages; (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); Public Relations Experience

**Geography Resume Example**

Career Center

Shippensburg University of Pennsylvania

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**Sarah Jane**

**Contact Information** (Address, Phone, E-mail)

**EDUCATION**

**Bachelor of Science in Geography**, Expected Graduation May 2021

Concentration: Geographic Information Systems (GIS)

Minor: *Economics*

Shippensburg University, Shippensburg, PA

GPA: (list if noteworthy; 3.0+)

**SKILLS**

* ESRI ArcGIS software suite
* Dreamweaver, Publisher, and Flash
* Microsoft Excel, Access, PowerPoint, and Word

**PROFESSIONAL INTERNSHIPS/FIELD EXPERIENCE**

**GIS Technician Intern**, Get Rockin’ LLC, May 2020 – Aug 2020

Pittsburgh, PA

* Develop GIS queries in SQL and evaluate the results of GIS analysis requests
* Research, plan and prepare base maps, digitize map features, populate, and update attribute information and design appropriate map labeling
* Design ESRI based GIS mapping products to analyze written and numerical data drawn from geologic, geochemical, hydro-geologic, geomorphic, wind, solar and other renewable energy resource data sets

**Township Planning Intern**, Shippensburg Mayoral Office, May 2019 – Aug 2019

Shippensburg, PA

* Produced maps using ArcGIS and TerraView Geocode addresses and queried data
* Utilized GPS to locate sewage drains
* Researched and gathered geographical data for grant applications

**RELEVANT EXPERIENCE**

**Desk Assistant,** Shippensburg University Housing and Residence Life, August 2018 - Present

Shippensburg, PA

* Staffed front desk of Naugle Hall and screened all students before entering.
* Communicated the visitation and guest policies of Housing Office to all potential guests.
* Coordinated alongside Resident Assistants during emergency events such as fire drills or students in distress

**RESEARCH PROJECTS**

**Costal Water Quality Analysis, Surface and Sub‐surface Mapping of Wallops Island ,** Jan 2019 – May 2019

* Assisted professorial advisor with GPR surveys and shore sampling
* Collected and analyzed water quality sample utilizing YSI meter
* Created geologic maps highlighting structural features including faults and fold