**History Secondary Certification Resume Template (DON’T INCUDE THIS)**

Career Center

Shippensburg University of Pennsylvania

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

**Name**

Contact Information (name, phone number, email address)

**CERTIFICATIONS**

**Grade level of certification,** PRAXIS

**Adult/Child/Infant CPR**, American Red Cross, dates

**First Aid**, American Red Cross, dates

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

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

Concentration: (Select \*American History, Asia & Middle Eastern History, European History, or Public History\*)

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**

**Organization** (dates)

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

**Relevant Projects/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

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

**Leadership Role,** Organization(dates)

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

**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)

**Selected Professional Development/Conferences Attended**

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

**PROFESSIONAL PORTFOLIO AND REFERENCES available upon request**

**Other Possible Headings to Incorporate In Resume**

Languages; Computer Skills; Military History; Campus Leadership/Involvement; Professional Development/Conferences Attended; Professional Memberships/Affiliations; Certifications/Clearances; Community Service/Involvement; Laboratory Equipment/Field Skills

**History Secondary Certification Resume Example**

Career Center

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**Jaren Bittinger**

Contact Information (name, phone number, email address)

**CERTIFICATIONS**

**Grade level of certification,** PRAXIS

**Adult/Child/Infant CPR**, American Red Cross, dates

**First Aid**, American Red Cross, dates

**EDUCATION**

**Bachelor of Arts in History,** Expected Graduation, May 2020

Concentration: American History

Minor: Political Science

Shippensburg University, Shippensburg, PA

GPA: 3.4

**PROFESSIONAL INTERNSHIPS**

**Intern,** PA County Commission Association, August 2019 – January 2020

Harrisburg, PA

* Designed and implemented new database concerning water usage per county
* Drafted policy for public display
* Recorded and presented minutes and policy initiatives to state legislators

**RELEVANT EXPERIENCE**

**Community Coordinator**, SU Housing and Residence Life, August 2019 – May 2020

Shippensburg, PA

* Analyzed missing equipment and supplies and oversaw the ordering process to replenish resources.
* Alongside Associate Director of Housing, programmed within residence halls for voter advocacy
* Facilitated discussions pertaining to racial relations in the United States while collaborating with historians.

**Tutor**, SU History Department, February 2019 – Present

* Scheduled meetings with 15 different students to guide them through American history
* Proofread drafted work for historical discrepancies
* Presented to students during lectures concerning modern American Presidency

**Relevant Projects/RESEARCH PROJECTS**

**Voter Turnout by Election System; Historical Trends in First Past the Post,** Fall 2019

* Alongside faculty, programmed and implemented a cross-section tabulation of voting records from 12 countries
* Presented at the National Historical Society in August 2020

**Campus Leadership/Involvement**

**President,** Residence Hall Association, May 2018 – May 2019

* Represented all students residing in residence hall throughout campus to University President
* Coordinated alongside SHIPVotes to turn out the vote for the US 2018 Midterm Election
* Challenged and worked alongside members to create annual Halloween haunted house