**Interdisciplinary Arts 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)**

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

**Bachelor of Arts in Interdisciplinary Arts**,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)

**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);

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

**CERTIFICATIONS/CLEARANCES**

American Red Cross Adult/Child/Infant CPR, dates

 FBI Finger Prints, 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

**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

**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; Professional Memberships/Affiliations; Adult-Related Care; Youth-Related Care; Business-Related Experience; Non-Profit Experience; Coaching Experience; Publications; College Athletics

**Interdisciplinary Arts Resume Example**

Career Center

Shippensburg University of Pennsylvania

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

**Jon Snow**

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

**EDUCATION**

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

Minor: German Studies

Shippensburg University, Shippensburg, PA

**RELEVANT EXPERIENCE**

**Intern**, May 2019 – August 2019

Museum of Modern Art, New York City, NY

* Staffed front reception desk and recorded all phone messages for office
* Wrote briefs of each art installation for public to read
* Transcribed meeting minutes of community engagement initiatives

**Resident Assistant**, August 2017 – Present
SU Housing and Residence Life, Shippensburg, PA

* Directly supported 30-40 students on floor each academic year
* Designed and implemented programming based around academic success and mental health
* Professionally managed crisis incidents which required a calm demeanor

**Receptionist**, July 2015 – August 2016

Aspen Dental, Butler, PA

* Recorded minutes of all incoming calls
* Scheduled appointments for customers
* Published monthly receipts to National CFO

**Campus Leadership**

**President,** Student Government Association, May 2019 – Present

* Represented all undergraduate students to university weekly
* Prepared and delivered executive action plan to student organizations
* Supported and engaged student leaders to seek out new initiatives to benefit undergraduate body.

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

* Drafted programming schedule for club activity during academic year
* Managed recruitment drives each semester
* Coordinated with outside speakers to present on topics such as intentional advocacy