**International 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** (name, phone number, email address)

**EDUCATION/TRAINING**

**Bachelor of Arts in International Studies (**ExpectedGraduation Month Year)

Concentration: (Select\*, Comparative and Global Cultures, Global Political Relations, Global Business and Economics, African and Middle Eastern Studies, Asian Studies, European Studies, or Latin American Studies and Caribbean Studies)

Minor: (if applicable)

Shippensburg University, Shippensburg, PA

GPA: (list if noteworthy; 3.0+)

**Possible subheadings under Education: (\***Honors; Relevant Coursework**\*)**

**Study Abroad: Institution, Country** (dates)

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

**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**

**Title (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

**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

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

**Campus Leadership/Involvement**

**Leadership Role,** 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

**COMMUNITY SERVICE** (more passive involvement such as Blood drives, Relay for Life, marathons)

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

**Professional references and portfolio available upon request**

**Other Possible Headings to Incorporate In Resume**

Computer Skills; Military History; Professional Development/Conferences Attended; Professional Memberships/Affiliations; Certifications/Clearances; Laboratory Equipment/Field Skills

**International Studies Resume Example**

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**Harvey Jarvis**

**Contact Information** (name, phone number, email address)

**EDUCATION/TRAINING**

**Bachelor of Arts in International Studies,** Expected May 2021

Concentration: Business and Economics

Minor: Political Science

Shippensburg University, Shippensburg, PA

**LANGUAGES:** French (Proficient, 3 years) German (Advanced, +7 years)

**PROFESSIONAL INTERNSHIPS**

OneWorld**¸** January 2020 – March 2020

Sarajevo, Bosnia and Herzegovina

* Coordinated and assisted in filing paperwork for refugees traveling into Europe.
* Translated basic French to English for migrants sending messages to families
* Drafted policy recommendations sent to government of Bosnia and Herzegovina regarding economic benefit of migrants.

United Nations, May 2019 – August 2019

New York City, New York

* Within the Department of Diplomacy, set tables and seating arraignment based on protocols
* Alongside teammates, designed marketing campaign on office’s Instagram account
* Professionally represented the institution of the United Nations in front of international assembly

**RELEVANT EXPERIENCE**

**Wedding Planner,** June 2018 – August 2018

Red Fox Inn, Haverford, PA

* Communicated with happy couples the venue design of their dreams while maximizing hospitality
* Meticulously implemented design of each styled wedding alongside support staff
* Transcribed all financial records for Red Fox Inn

**Resident Assistant**, January 2018 – Present

* Hired mid-semester, supported floor of 30-40 students
* Designed programming based around diversity and inclusion
* Managed sever crisis situations with poise