**Math 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 number, Email address)

**EDUCATION/TRAINING**

**Bachelor of Science in Mathematics,** Expected Graduation month, year

Concentration: (if applicable \*Applied Mathematics or Statistics)

Minor: (if applicable)

Shippensburg University, Shippensburg, PA

GPA: (list if noteworthy; 3.0+)

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

**COMPUTER SKILL:** (List relevant applications, programming languages, or operating systems)

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**PROFESSIONAL INTERNSHIPS**

**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

* 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**, Organization (dates)

City, State

* 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

**RELEVANT EXPERIENCE**

**Tutor,** dates

Shippensburg University Learning Center, Shippensburg, PA

* Provided additional assistance to college students taking Discrete Mathematics
* Led 75 minute review and instructional sessions twice a week

**PROFESSIONAL MEMBERSHIPS**

**Mathematical Association of America,** Student Member since 2010

**Math Resume Example**

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**Bill Hader**

Contact Information (Address, Phone number, Email address)

**EDUCATION/TRAINING**

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

Concentration: Statistics

Shippensburg University, Shippensburg, PA

**PROFESSIONAL INTERNSHIPS**

**Pennsylvania Department of Environmental Protection,** May 2020 – August 2020

Virtual

* Analyzed data trends of pollutants in Pennsylvania
* Drafted projections of renewable energy outputs in 5 years for leadership
* Synthesized data information into one-page summaries for public display

**Volvo,** May 2019 – August 2020

Pittsburgh, PA

* Created graphic displays of sales pertaining to each class of vehicle
* Alongside interns, mapped projections of revenue based on quarterly financial reports
* Input raw data into SPSS for company

**ADDITIONAL EXPERIENCE**

**Orientation Leader**, Shippensburg University, May 2018 - Present

Shippensburg, PA

* Alongside 30 staff members, implemented two-week long orientation program servicing over 1,200 students
* Worked with university staff to better communicate the values of the institution
* Professionally communicated with parents and family on any questions they may have had.
* Problem-solved crisis situations in expedited fashion.

**Desk Assistant,** Shippensburg University, November 2017 – Present

* Staffed front desk of Naugle Hall to cater to needs to students
* Enforced visitation policy towards all
* Contacted police department after assessing situations when dealing with crisis-situations

**Sales Associate,** Walmart, July 2016 – November 2017

* Assisted customers within clothing department and facilitated them into dressing rooms
* Managed POS system used by all Walmart stores
* Reported directly to area supervisor to discuss revenue generators

**PROFESSIONAL MEMBERSHIPS**

**Mathematical Association of America,** Student Member since 2010