**Biology Secondary Education Resume Template**

Career, Mentoring, and Professional Development Center

Shippensburg University of Pennsylvania

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**NAME**

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

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

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

Pennsylvania Department of Education (PDE) Certification: **Biology Secondary Education (Gr. 7-12)**

Concentration: (Select \*Environmental Education or General Sciences\*)

Minor: (if applicable)

Shippensburg University, Shippensburg, PA

Accredited by the National Council for the Accreditation of Teacher Education (NCATE)

QPA: (list if noteworthy; 3.0+)

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

**STUDENT TEACHING/FIELD EXPERIENCE**

**Grade/Subject,** School, (dates- repeat for additional placements)

City, State

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

**RELEVANT EXPERIENCE** (may also include Community Service)

**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

**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

**CAMPUS LEADERSHIP**: (Highlight any leadership roles or positions held)

**Leadership Role**, Organization, (dates)

* List duties/responsibilities of interest to employer; think relevance
* Begin bullets with past tense action verbs

**CERTIFICATIONS/CLEARANCES**

American Red Cross Adult/Child/Infant CPR, dates

American Red Cross First Aid, 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

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

**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)

**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**

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