**Disability Resume Template**

Career, Mentoring, and Professional Development Center

Shippensburg University of Pennsylvania

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

**Name**

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

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

**Bachelor of Arts in Disability Studies**,Expected Graduation Month, Year

Minor: (if applicable)

Shippensburg University, Shippensburg, PA

QPA: (list if noteworthy; 3.0+)

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

**LANGUAGES** (include level of proficiency)

**PROFESSIONAL INTERNSHIP(S)**

**Organization,** dates

City, State

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

**RELEVANT EXPERIENCE** (not just “paid” experience)

**Job Title**, 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

**CERTIFICATIONS/CLEARANCES** (if relevant)

American Red Cross First Aid, dates

Pennsylvania State Police Request for Criminal Records (Act 34), date

**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

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**ADDITIONAL EXPERIENCE**

**Job title**, Company (dates)

**Job title**, Company (dates)

**OR:** Variety of full-time, part-time, and seasonal positions to finance further education

**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; Athletic Involvement; Customer Service Experience; Marketing/Sales Experience; Coaching Experience

**Disability Studies Resume Example**

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**Tyler Doe**

**Contact Information** (123-456-7890, email@domain.edu)

**EDUCATION**

**Bachelor of Arts in Disability Studies**,Expected Graduation May, 2021

Minor: History

Shippensburg University, Shippensburg, PA

QPA: 3.5

**PROFESSIONAL EXPERIENCE**

**Disability Support Worker,** Pennsylvania State Department of Education

Harrisburg, PA May 2020 – August 2020

* Worked hands-on with students needing accommodations while maintaining positive attitude
* Logged phone calls with parents and staff into records for review.
* Analyzed data to be written in briefs for executive leadership.

**RESEARCH PROJECTS**

**Inclusion and Accessibility within Education,** Fall 2019

* Studied the policy and practices of 3 public education institutions and evaluated their ability of practicing inclusivity and
* Along with faculty member, spearheaded all aspects of literature review and research design.
* Presented information at Minds at Work Conference at Shippensburg University.

**CAMPUS LEADERSHIP**

**President**, SU Animal Alliance, Fall 2019 – Spring 2020

* Advocated for the rights of all animals on campus property.
* Represented organization within SU President’s Student Advisory Board
* Plan and organized campus events for recruitment

**Treasurer**, Star Wars Club, Fall 2020 – Present

* Maintained detailed record of all finances
* Ensured proper paperwork was turned into Student Government Association
* Guided budgetary process throughout all semester.

**REFERENCES available upon request**