**Earth and Space Science 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 (Address, Phone number, Email address)

**Online Portfolio Available at: www.webaddress.com**

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

**Bachelor of Science in Education in Earth and Space Science,** Expected Graduation month/year

Concentration: Grade level

Minor: (if applicable)

Shippensburg University, Shippensburg, PA

Accredited by Council for Accreditation of Educator Preparation (CAEP)

QPA: (list if noteworthy; 3.0+)

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



**COMPUTER SKILLS/MEDIA RELATED EXPEREINCE (**Print/Electronic media concentration**):**

**STUDENT TEACHING/FIELD EXPERIENCE**

**Topic(s)/Grade(s),** dates (repeat for additional placements)

School, City, State

* Describe duties/responsibilities
* Be specific
* Use “buzz” words related to the field
* Begin each bullet with an action verb; No personal pronouns

**OR**

School, City, State

**Grade/Subject(s)**, dates

* Describe duties/responsibilities
* Be specific
* Use “buzz” words related to the field
* Begin each bullet with an action verb; No personal pronouns

**RELEVANT EXPERIENCE**

**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

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

**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

**CERTIFICATIONS**

American Red Cross Adult/Child/Infant CPR, dates

American Red Cross First Aid, dates

**PROFESSIONAL MEMBERSHIPS/AFFILIATIONS**

Title of Organization, Member since date

Title of Organization, Member since date

**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);

**Professional references and portfolio available upon request**

**Other Possible Headings to Incorporate In Resume**Languages; (possibly subheadings); Military History; Professional Development/Conferences Attended; Professional Memberships/Affiliations; Community Service/Involvement; Media Equipment/Skills; Graphic Design Experience; Media-Related Experience (Print/Electronic); Public Relations Experience

**Earth and Space Science Resume Example**

Career, Mentoring, and Professional Development Center

Shippensburg University of Pennsylvania

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

**Stacy Smith**

Contact Information 123-456-789, email@domain.edu

**Online Portfolio Available at: www.webaddress.com**

**EDUCATION/TRAINING**

**Bachelor of Science in Education in Earth and Space Science,** Expected Graduation May 2021

Concentration: 8th Grade

Minor: Pre-Law

Shippensburg University, Shippensburg, PA

Accredited by Council for Accreditation of Educator Preparation (CAEP)

**STUDENT TEACHING/FIELD EXPERIENCE**

Youngstown Middle School, Rhinoville, AK

**9th Grade Earth Sciences**, August 2020 - Present

* Virtually instructed 30 students via Zoom and Skype.
* Developed interactive lesson plans through the use of computer programming.
* Assessed knowledge of each student by using computer games such as Kahoot.

**RELEVANT EXPERIENCE**

**Volunteer,** Clarion County Children’s Fair, June 2019 – PresentNew Bethelem, PA

* Serviced for over 40 hours a week children’s programming and activities for recreational fun.
* Registered families at front entrance and collected monetary fees.
* Sanitized play areas hourly.

**CERTIFICATIONS**

American Red Cross Adult/Child/Infant CPR, June 2019

American Red Cross First Aid, June 2019

**PROFESSIONAL MEMBERSHIPS/AFFILIATIONS**

League of Women Voters of Pennsylvania, Member since 2020

**Campus Leadership/Involvement**

**Secretary,** Circle K(Fall 2018 – Present)

**General Member**, SU Farm (Fall 2019 – Present)

**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**