**Economics 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 Economics,** Expected Graduation month/year

Concentration: (\*Select Business, Data Science, Mathematics, Political Science, Public Administration, or Social Sciences\*)

Minor: (if applicable)

Shippensburg University, Shippensburg, PA

QPA: (list if noteworthy; 3.0+)

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

**Computer Skills:** (List relevant applications, programming languages, or operating systems)

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**PROFESSIONAL INTERNSHIPS**

**Title,** Organization(dates involved)

City, State

* 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

**RESEARCH PROJECTS**

**Title of 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/Involvement** (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

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

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

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

**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 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

**Economics Resume Example**

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 **Jane Doe**

Contact Information (Address, Phone number, Email address)

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

**EDUCATION**

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

Concentration: Political Science

Minor: Public Administration

Shippensburg University, Shippensburg, PA

QPA: 3.1

**PROFESSIONAL INTERNSHIPS**

**Intern,** Wells Fargo, (May 2019 – August 2019)

St. Louis, MO

* Expanded knowledge base by participating FC Training, Product Knowledge Seminars and conference calls with branch brokers.
* Researched and wrote about hedge funds, reinsurance, insurance, annuities, and other various financial products.
* Created spreadsheets to provide assistance in analyzing and promoting insurance and annuity sales.

**RELEVANT EXPERIENCE**

**Assistant Manager**, McDonalds (November 2018 – Present)Carlisle, PA

* Summarized Budget-in-Briefs for managerial leadership yearly during fiscal year review.
* Assisted and led staff of 9 during evening and morning shifts.
* Sanitized entirety of building hourly during COVID-19 Pandemic.

**RESEARCH PROJECTS**

**Correlation of Salary and Economic Convergence in the United States, (**Fall 2019)

* Collaborated with three undergraduates to study economic convergence in the United States while accounting for salary intake.
* Developed thorough design model to account for confounding variables such as strength of the economy.
* Submitted for publication.

**Leadership experience**

Student Activities Board 2017 – present

* Vice President of Finance , 2019 – present

Delta Sigma Pi (Professional Business Fraternity) 2019 – present

Volunteer, Cardinal Glennon Hospital 2011 – present