**German Studies 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 Arts in German 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 INTERNSHIPS**

**Title,** Organization(dates involved)

City, State

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

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

**Job Title** (for Community Service, “Job Title” may be “Volunteer”, “Tutor”, “Coach”), dates

Organization, City, State

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

**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);

**ADDITIONAL EXPERIENCE**

**Job title**, Company (dates)

**Job title**, Company (dates)

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

**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

**Professional references and portfolio available upon request**

**Other Possible Headings to Incorporate In Resume**; (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); Research Projects

**German Studies Resume Example**

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**Jonah Wale**

Contact Information (Address, Phone number, Email address)

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

**EDUCATION**

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

Minor: History

Shippensburg University, Shippensburg, PA

QPA: 3.4

**LANGUAGES:** German, Advanced (+7 years) French, Basic (3 years)

**PROFESSIONAL INTERNSHIPS**

**German Translator,** Prager U, May 2020 – August 2020

Virtual

* Proof-read translations of German documents into English
* Worked collaboratively with other translators and staff members to edit and publish brochures and flyers
* Communicated with current and potential vendors in German to address any problems

**Technical Writing Intern**, Axios, May 2019 – August 2019

Pittsburgh, PA

* Recorded meeting minutes in German for foreign broadcast services
* Reviewed all articles before submission to ensure German accuracy
* Drafted media advertisements for German subpopulations

**RELEVANT EXPERIENCE**

**Administrative Assistant**, SU Career, Mentoring, and Professional Development Center, August 2019 – Present

Shippensburg, PA

* Managed front desk on office on behalf of executive management
* Coordinated all meetings ranging from resume advice to mock-interviews
* Developed and designed new marketing material for career week

**Sales Associate**, Chic-fil-A, June 2017 – October 2019

Chambersburg, PA

* Serviced all customers with Chic-fil-A positivity and kindness
* Clearly communicated with kitchen staff to optimize performance
* Worked alongside management to ensure sales team’s tills were consistently balanced

**Campus Leadership/Involvement**

**Vice President,** SU Tennis, August 2020 – Present

* Scheduled all tournaments on behalf of team
* Increased general membership by 20% in the Fall of 2020 for the team.