**Human Communication 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 Human Communication Studies,** Expected Graduation, Month, Year

Minor: (if applicable)

Shippensburg University, Shippensburg, PA

Accredited by the Accrediting Council on Education in Journalism and Mass Communications (ACEJMC)

QPA: (list if noteworthy; 3.0+)

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

**LANGUAGES:** (include level of proficiency)

**COMPUTER SKILLS/MEDIA RELATED EXPEREINCE:**

**PROFESSIONAL INTERNSHIPS**

**Title,** Organization(dates involved)

City, State

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

**RELEVANT EXPERIENCE/PUBLIC RELATION 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

**WRITING PROJECTS (or PUBLICATIONS)**

* Title of project, date
* Title of project, 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);

**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

**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**; (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

**Human Communication Studies Resume Example**

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**Johnny Smith**

Contact Information (Address, Phone number, Email address)

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

**EDUCATION**

**Bachelor of Arts in Human Communication Studies,** Expected Graduation, May 2020

Minor: Technical Writing

Shippensburg University, Shippensburg, PA

Accredited by the Accrediting Council on Education in Journalism and Mass Communications (ACEJMC)

QPA: 3.4

**PROFESSIONAL INTERNSHIPS**

**Technical Writing Intern,** Sam’s Club, May 2019 – August 2019

Pittsburgh, PA

* Drafted speeches and advertisements for company publicity events
* Reviewed and edited social media language on posts
* Consulted other teammates for messaging of brand

**Speech Consulting Intern**, Delloite, December 2018 – June 2019

* Practiced and advised clients on speeches and presentations
* Analyzed body language of presenters
* Coordinated with clients to maximize effectiveness

**RELEVANT EXPERIENCE**

**Tutor,** SU Department of Human CommunicationsShippensburg, PA

* Guided undergraduate students through presentations for assignments
* Offered critical feedback in order to promote learning
* Maintained academic performance throughout semester while balancing position

**WRITING PROJECTS**

* **The Ship Speaks**, contributing editor (Spring 2020)
* **Lost in a Candle’s Wind; Poetry**, author (Fall 2019)

**Campus Leadership/Involvement**

**Team Leader,** Frederick Douglas Debate Team, August 2019 - Present

* Orchestrated routine practices for debate members
* Alongside adviser, scheduled semesterly debate matches against other PASSHE schools
* Represented Shippensburg University in a professional manner abroad at international competition