**International 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** (name, phone number, email address)

**EDUCATION/TRAINING**

**Bachelor of Arts in International Studies (**ExpectedGraduation Month Year)

Concentration: (Select\*Business and Economics, Comparative and Global Cultures and Global Political Relations,

 Comprehensive Social Studies, Global Political Relation, Global Business and Economics, African and

 Middle Eastern Studies, Asian Studies, European Studies, or Latin American Studies and Caribbean

 Studies\*)

Minor: (if applicable)

Shippensburg University, Shippensburg, PA

QPA: (list if noteworthy; 3.0+)

 **Possible subheadings under Education: (\***Honors; Relevant Coursework**\*)**

 **Study Abroad: Institution, Country** (dates)

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

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

**PROFESSIONAL INTERNSHIPS**

**Organization** (dates)

City, State

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

**RELEVANT EXPERIENCE**

**Title (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

**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

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

**Campus Leadership/Involvement**

**Leadership Role,** 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

**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**

Computer Skills; Military History; Professional Development/Conferences Attended; Professional Memberships/Affiliations; Certifications/Clearances; Laboratory Equipment/Field Skills

**International Studies Resume Example**

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**Harvey Jarvis**

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

**EDUCATION/TRAINING**

**Bachelor of Arts in International Studies,** Expected May 2021

Concentration: Business and Economics

Minor: Political Science

Shippensburg University, Shippensburg, PA

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

**PROFESSIONAL INTERNSHIPS**

OneWorld**¸** January 2020 – March 2020

Sarajevo, Bosnia and Herzegovina

* Coordinated and assisted in filing paperwork for refugees traveling into Europe.
* Translated basic French to English for migrants sending messages to families
* Drafted policy recommendations sent to government of Bosnia and Herzegovina regarding economic benefit of migrants.

United Nations, May 2019 – August 2019

New York City, New York

* Within the Department of Diplomacy, set tables and seating arraignment based on protocols
* Alongside teammates, designed marketing campaign on office’s Instagram account
* Professionally represented the institution of the United Nations in front of international assembly

**RELEVANT EXPERIENCE**

**Wedding Planner,** June 2018 – August 2018

Red Fox Inn, Haverford, PA

* Communicated with happy couples the venue design of their dreams while maximizing hospitality
* Meticulously implemented design of each styled wedding alongside support staff
* Transcribed all financial records for Red Fox Inn

**Resident Assistant**, January 2018 – Present

* Hired mid-semester, supported floor of 30-40 students
* Designed programming based around diversity and inclusion
* Managed sever crisis situations with poise