**Math 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)

**EDUCATION/TRAINING**

**Bachelor of Science in Mathematics,** Expected Graduation month, year

Concentration: (if applicable \*Applied Mathematics or Statistics)

Minor: (if applicable)

Shippensburg University, Shippensburg, PA

QPA: (list if noteworthy; 3.0+)

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

**COMPUTER SKILL:** (List relevant applications, programming languages, or operating systems)

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**PROFESSIONAL INTERNSHIPS**

**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

* 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

**ADDITIONAL EXPERIENCE**

**Job Title**, Organization (dates)

City, State

* 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

**RELEVANT EXPERIENCE**

**Tutor,** dates

Shippensburg University Learning Center, Shippensburg, PA

* Provided additional assistance to college students taking Discrete Mathematics
* Led 75 minute review and instructional sessions twice a week

**PROFESSIONAL MEMBERSHIPS**

**Mathematical Association of America,** Student Member since 2010

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

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

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

**OTHER POSSIBLE HEADINGS TO INCORPORATE IN RESUME**

Military History; Campus Leadership; Professional Memberships/Affiliations; Coaching Experience; Publications; Relevant Projects; Community Service; Languages; Conferences Attended; Study Abroad; Athletic Involvement; Certifications; Clearances