**Professional 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 Science in Professional Studies,** Expected Graduation month/year

Concentration: (if applicable, Technical Leadership and Administration)

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)

**COMPUTER SKILLS/MEDIA RELATED EXPEREINCE (**Print/Electronic media concentration**):**

**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

**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);

**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

**Professional Studies Resume Example**

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career@ship.edu ∙ www.ship.edu/career ∙ 717-477-1484

**Ali Wickizer**

Contact Information (Address, Phone number, Email address)

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

**EDUCATION**

**Bachelor of Science in Professional Studies,** Expected Graduation May 2021

Minor: Technical Writing

Shippensburg University, Shippensburg, PA

GPA: 3.3

**LANGUAGES:** French, Advanced (+5 years)

**PROFESSIONAL INTERNSHIPS**

**Community Engagement Intern,** YWCA of Greater Harrisburg(December 2020 – Present)

Harrisburg, PA

* Travelled alongside supervisor to homes across Harrisburg area to speak out against poverty.
* Educated state legislators on the subject of racism and the plight of impoverished black women.
* Coordinated the production of flyers for yearly fundraising programs.

**Speaker’s Assistant**, Dream.IT Foundation (May 2019 – October 2019)

* Assigned all scheduled events to the proper position on client’s calendars.
* Recorded all meeting minutes for mass release

**Technical Writing Tutor**, Books-R-Us (July 2019 – September 2019)

* Educated clients on grammatical and writing types for media-related writing.
* Analyzed drafts brought on by clients and submitted proper feedback.
* Represented department at staff meetings alongside supervisor.

**WRITING PROJECTS**

* Streptococcus or Stegosaurus? How Mispronunciation Dictates False Messaging, May 2020
* There’s a Snake in my Boot! 200 Cinematic Quotes and their effect on Society, August 2018

**Professional references and portfolio available upon request**