**Psychology 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** (TRAINING is optional)

**Bachelor of Arts in Psychology**,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 INTERNSHIP(S)** (if applicable)

**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

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

**Job 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

**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

**CERTIFICATIONS/CLEARANCES** (could be separated into two headings)

American Red Cross Adult/Child/Infant CPR, dates

American Red Cross First Aid, dates

Pennsylvania State Police Request for Criminal Records (Act 34), date

**First Name, Last Name, Page 2 of 2**

**Selected Professional Development/Conferences Attended**

Title of Conference/Seminar/Workshop, Sponsoring Organization/Location, date

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Title of Conference/Seminar/Workshop, Sponsoring Organization/Location, date

**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)

**ADDITIONAL EXPERIENCE**

**Job title**, Company (dates)

**Job title**, Company (dates)

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

**REFERENCES available upon request**

**Other Possible Headings to Incorporate In Resume**

Computer Skills; Military History; Campus Leadership/Involvement; Professional Memberships/Affiliations; Adult-Related Care; Youth-Related Care; Business-Related Experience; Non-Profit Experience; Coaching Experience; Publications

**Psychology Resume Example**

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**Jeb Bartlett**

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

**EDUCATION**

**Bachelor of Arts in Psychology**,Expected Graduation May 2020

Minor: Social Work

Shippensburg University, Shippensburg, PA

GPA: 3.5

**PROFESSIONAL INTERNSHIPS**

**Policy Analyst,** Health WardMay 2019 – August 2019

Virtual

* Analyzed policy pertaining to social work for supervisors to understand potential impact.
* Coordinated with colleagues to present research for investors.
* Determined best approach for education purposes to teach public about depression awareness.

**Intern,** United Therapists Association May 2018 – August 2019

Seattle, Washington

* Collected data of inpatients for the creation of new database.
* Collaborated with health workers during sessions and shadowed progress.

**RELEVANT EXPERIENCE**

**Writing Tutor,** OASIS Writing Studio, November 2018 - Present

Chambersburg, PA

* Engaged customers in global writing concerns such as structure and form.
* Assisted 30 students on rotation with writing issues.
* Recorded a daily log for supervisor’s review.

**RESEARCH PROJECTS**

**Bounded Rationality within an Education,** November 2019

* Alongside faculty, studied the concept of bounded rationality and it’s relationship with student success.
* Constructed research design to observe retainment of information over the four-year life of a student.
* Presented research to Minds At Work Conference at Shippensburg University

**REFERENCES available upon request**