** Sociology/Anthropology 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 Sociology**,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)**

**Organization**, (dates)

City, State

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

**RELEVANT EXPERIENCE** (not just “paid” experience)

**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

**WRITING PROJECTS (or PUBLICATIONS)**

* Title of project, date
* Title of project, date

**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**

**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

**CERTIFICATIONS/CLEARANCES** (if relevant)

American Red Cross Adult/Child/Infant CPR, dates

American Red Cross First Aid, dates

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

Department of Public Welfare Child Abuse History Clearance (Act 151), date

Federal Criminal History Record Information, 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

**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; Athletic Involvement; Customer Service Experience; Marketing/Sales Experience; Coaching Experience

** Sociology/Anthropology Resume Example**

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**Sarah Jane**

(123 Maple Street, Shippensburg PA 17257, 123-456-7890, username@emaildomain.com)

**EDUCATION**

**Bachelor of Arts in Sociology**, expectedMay 2019

Minor: Anthropology

Shippensburg University, Shippensburg, PA

**Languages:** Japanese (Proficient, 3 years) Mandarin(Advanced, 5 years)

 **PROFESSIONAL INTERNSHIPS**

**Pennsylvania Historical Museum Commission**, (December 2017 – February 2018)

Harrisburg, PA

* Identified historical sites on-location across the Commonwealth using context clues at each site.
* Digitized 80% of all records at commission and uploaded database for public view.
* Drafted policy briefs for state legislators to understand the impact legislation would have on historical sites.

**United States Environmental Protection Agency**, (May 2018 – August 2018)

Topeka, Kansas

* Coordinated with state and local officials to identify locations severely impacted by climate change through the use of Zoom and online presentations.
* Visited rural regions of the state to understand issues pertinent to residents concerning the EPA.
* Transcribed public minutes for distribution from town halls and other public meetings.

**RELEVANT EXPERIENCE**

**Floor Manager, UPS** (August 2018 – Present)

Carlisle, PA

* Oversaw 15 employees and the distribution of 800 packages daily from store.
* Problem-solved complex packing issues while enforcing federal and state shipping policies
* Ensured customer satisfaction through professionalism and listening skills; to date, zero disputes or refunds have been requested.

**RESEARCH PROJECTS**

**The Lost Colony: Identifying the location of the Roanoke Colony through Archaeological Sites,** (October 2018)

* Alongside team of 5, analyze numerous primary and secondary sources and research articles to promote hypothesis concerning the location of the Roanoke Colony.
* Successfully defended and argued the location of former settlers assimilating into indigenous tribe of Hatteras Island during Shippensburg University Minds at Work Conference.
* Publicized in December of 2020, approved to present research at national convention.