**Spanish 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 Arts in Spanish,** Expected Graduation, Month, Year

Minor: (if applicable)

Shippensburg University, Shippensburg, PA

Accredited by the Accrediting Council on Education in Journalism and Mass Communications (ACEJMC)

QPA: (list if noteworthy; 3.0+)

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

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

**PROFESSIONAL INTERNSHIPS**

**Title,** Organization(dates involved)

City, State

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

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

**Job Title** (for Community Service, “Job Title” may be “Volunteer”, “Tutor”, “Coach”), 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

**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);

**CERTIFICATIONS/AWARDS:**

**Title,** 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

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

**Relevant Projects/Research Projects:**

**Title of Project/Research**, dates conducted

* 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

**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

**Spanish Resume Example**

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**Big Red**

Contact Information (Address, Phone number, Email address)

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

**EDUCATION**

**Bachelor of Arts in Spanish,** Expected Graduation, May 2021

Minor: Technical Writing

Shippensburg University, Shippensburg, PA

Accredited by the Accrediting Council on Education in Journalism and Mass Communications (ACEJMC)

**PROFESSIONAL INTERNSHIPS**

**Humanitarian Aid Intern,** Red Cross, May 2020 – August 2020

Virtual

* During the COVID-19 Pandemic, assisted in the translation of Spanish for employees working with migrants across the globe virtually.
* Recorded interactions on Zoom to be analyzed afterwards and identified trends between families.
* Worked alongside other interns to develop better ways of communication to increase efficiency of meetings.

**Student Intern,** Bridgeton Elementary, January 2019 – May 2019

* Taught a classroom of 20 third grade students Spanish vocabulary through verbal and written exercises, while supervised by a certified instructor.
* Created lesson plans designed for students to learn Spanish culture by reading and playing games.
* Graded class quizzes on vocabulary and grammar
* Integrated SMART Board technology into the classroom to aid students with learning.

**RELEVANT EXPERIENCE**

**Speech Tutor**, November 2018 - Present

Shippensburg University

* While working in the Department of Foreign Languages, assisted students in studying for oral examinations.
* Practiced Spanish with undergraduate students starting at a basic level then advancing as they progressed.
* Reported summaries of each meeting to faculty members.

**Desk Assistant**, November 2018 – Present

Shippensburg University

* Working eight hour shifts, responsible for checking student ID to ensure residents live in the building.
* Manages the visitor guest log and rental sheet in the event of damages.
* Contacts RAs on Duty or SUPD during event crises.

**Professional references and portfolio available upon request**