

INTERNSHIP RÉSUMÉ TIPS & SUGGESTIONS

Purpose:

The purpose of an internship résumé is for you to have a document to showcase **you** (your education, skill set, experience, etc.). You will send your résumé to organizations at which you wish to apply for an internship. Your résumé, along with other application materials (your cover letter, portfolio, business cards), can help you get an interview.

Process:

Do research to learn about the industry. (What are the terms being used? What are most companies looking for in interns similar to what you would like to do?)

Consider formatting for your résumé. Look through example résumés in The Center's office.

Keep your self-branding in mind. This includes your "unique self" (your strengths, passions, etc.) and what makes you stand out as an excellent candidate. This also includes font type and style, contact information and overall "feel." Your résumé should be branded in the same way as all of your other application materials.

As you write, consider including all of your accomplishments, background, skills and other necessary information. *See the Internship Résumé Criteria document (below) for specifics on what to include and how to structure your résumé.*

Once you are ready to apply, you will make changes to your résumé in order to address that specific position and organization. Use the internship position description and do research about the company in order to:

1) Add relevant or remove irrelevant content and also arrange information so the most relevant is first

2) Include specific keywords

- Keywords are words you see in the position description or words used in your industry that will catch the potential employer's eye. (For example if a job description states: "edit video," "implement projects" or "develop websites," then use those phrases to describe your experience)

3) Help the person reading your résumé understand how your experience and skills relate to their position requirements

Do a quick scan. Make sure keywords stand out. Ensure your résumé is uncluttered, visually appealing and easy to read. The overall appearance should be clean. This will lead to a better chance of it getting read. (Think about when you read something. It is easier to read smaller blocks of copy than long blocks with no white space).

INTERNSHIP RÉSUMÉ CRITERIA

CATEGORY																	
Audience/ Purpose	-Audience is addressed consistently throughout -Purpose is stated in objective statement; all proceeding content supports objective																
Layout & Design	-Contains design elements (proper spacing, attention to detail, proper use of white space, appears simple and clean) -Information is organized and content is easy to read; bullets are used -Is limited to one page																
Font	-Size is 9-11 and is simple and easy to read (Helvetica, Verdana, Arial, etc.) -Italics and boldface are used sparingly																
Spelling/Grammar	-Contains no spelling or grammar errors																
Consistency	-Fonts, spacing and punctuation are consistent -Tense is consistent (if describing a past position or project, use past tense; current position or project, use present tense) -Bold and italic fonts are consistent																
Header	-Contains identifying information including: name, email and telephone number -Is consistent with other application material; may contain a logo																
Content	-Is relevant and true and is driven by audience -Uses phrases (versus sentences) that are concise but powerful -Contains a variety of strong action verbs illustrating accomplishments (Think: What skill did I use to complete “X”) -Is reflective of the expectations included in job description and of the industry -Is free from pronouns (i.e.: “I”)																
Sections	<p>Below are options of potential sections and information to include in each. You may choose which sections belong in your resume and how to title them, but ensure you address critical information (education, experience and skills).</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; width: 30%;"><i>Objective</i></td> <td>States your interest in securing an internship position; identifies the specific internship and industry/organization</td> </tr> <tr> <td style="text-align: center;"><i>Education</i></td> <td>Name of school; degree (spell it out); minor; certificates; projected graduation date; GPA (if it is over 3.6); study abroad experience</td> </tr> <tr> <td style="text-align: center;"><i>Course work and projects</i></td> <td>List upper-level, unique courses; include best projects and work (often those included in your portfolio review); courses and projects should relate to position requirements</td> </tr> <tr> <td style="text-align: center;"><i>Experience</i></td> <td>Past internships, freelance jobs, student organizations, leadership roles; exhibitions and publications; emphasize skills, abilities and accomplishments; demonstrate your strongest skills; correlate skills with position description, the organization and industry</td> </tr> <tr> <td style="text-align: center;"><i>Skills</i></td> <td>Social networking, foreign language, computer, technical equipment and transferable skills (use bullet points)</td> </tr> <tr> <td style="text-align: center;"><i>Community service</i></td> <td>Any volunteer efforts (include role and organization)</td> </tr> <tr> <td style="text-align: center;"><i>Honors/awards/ professional membership</i></td> <td>Scholarships and other awards; professional organizations</td> </tr> <tr> <td style="text-align: center;"><i>Employment</i></td> <td>Paid positions in reverse chronological order; limit to present positions and ones held for a significant amount of time</td> </tr> </table>	<i>Objective</i>	States your interest in securing an internship position; identifies the specific internship and industry/organization	<i>Education</i>	Name of school; degree (spell it out); minor; certificates; projected graduation date; GPA (if it is over 3.6); study abroad experience	<i>Course work and projects</i>	List upper-level, unique courses; include best projects and work (often those included in your portfolio review); courses and projects should relate to position requirements	<i>Experience</i>	Past internships, freelance jobs, student organizations, leadership roles; exhibitions and publications; emphasize skills, abilities and accomplishments; demonstrate your strongest skills; correlate skills with position description, the organization and industry	<i>Skills</i>	Social networking, foreign language, computer, technical equipment and transferable skills (use bullet points)	<i>Community service</i>	Any volunteer efforts (include role and organization)	<i>Honors/awards/ professional membership</i>	Scholarships and other awards; professional organizations	<i>Employment</i>	Paid positions in reverse chronological order; limit to present positions and ones held for a significant amount of time
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ACTION VERBS

Accomplished	Earned	Obtained	Sourced
Achieved	Edited	Operated	Spearheaded
Adapted	Enabled	Optimized	Standardized
Administered	Energized	Originated	Streamlined
Advised	Established	Orchestrated	Strengthened
Analyzed	Evaluated	Organized	Structured
Applied	Executed	Oversaw	Suggested
Arranged	Expanded		Supervised
Authored	Expedited	Participated	Supported
Assembled		Performed	Surpassed
Assisted	Facilitated	Planned	
Awarded	Functioned as	Prepared	Taught
		Presented	Targeted
Balanced	Gained	Produced	Tested
Budgeted	Gathered	Programmed	Trained
Built	Generated	Proposed	Transferred
		Proved	Translated
Coached	Handled	Provided	Traveled
Collaborated		Publicized	Troubleshoot
Collected	Implemented	Published	Tutored
Communicated	Improved		
Compiled	Influenced	Recommended	Underwrote
Completed	Informed	Recorded	Updated
Composed	Initiated	Recruited	Upgraded
Conceived	Innovated	Remodeled	Used
Conceptualized	Installed	Rendered	Utilized
Conducted	Instructed		
Consolidated	Interacted	Reorganized	Verified
Coordinated	Interpreted	Represented	Volunteered
Counseled	Interviewed	Researched	
Created	Invented	Revamped	Won
Cut		Reviewed	Wrote
	Launched	Revised	
Delegated	Led	Revitalized	
Demonstrated			
Designed	Maintained	Saved	
Determined	Managed	Scheduled	
Developed	Mastered	Served	
Directed	Modernized	Set up	
Displayed	Motivated	Simplified	
Distributed		Sold	
Documented	Negotiated	Solved	