

internship résumés



Quick Internship Résumé Answers

What is a Résumé?

A résumé is a document, usually one page in length, which serves as your introduction to prospective employers. A résumé is your personal marketing tool, and it is critical that it be error-free and organized in an attractive manner in order to draw the attention of a busy employer. Most employers require a résumé as part of your internship application process.

How is an Internship Résumé Different from other Résumés?

The goal of your internship résumé is to help you obtain practical experience to compliment your academic experience in a

particular career field of interest. An internship résumé helps the employer place your current level of knowledge and skill development in your college educational process.

The focus for an internship résumé is not on knowledge and discipline specific skills, but on the academic background and transferable skills you will be able to apply in an internship setting. Transferable skills like interpersonal communication, teamwork, initiative, and self-directed leadership are gained through campus involvement and employment during the school year and college breaks.

Optimal Resume

The Office of Career Services only reviews résumés through Optimal Resume. A link to this free online tool is located on the Career Services website.

For assistance with creating and formatting your résumé, contact the Office of Career Services.

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20 Seconds!

"Twenty seconds. That's how long, on average, your résumé is reviewed. This is why it is often the form, and not the substance, of your résumé that gets the most attention. So, you'll have to make yours errorproof, clean, and well designed just to get past the first five seconds."

G.L. Hoffman "HR Gives Your Resume 20 Seconds!"
US News & World Report

How do I describe my experiences?

Transferable skills are outlined through descriptions of your work experience and campus/community activities. Because the employer wants to see the most relevant information first, each description begins with a subheading that includes a position title first, followed by an employer name (if applicable), the geographic location (if applicable), and the dates of the experience.

Descriptions may be in the format of a paragraph with several phrases/sentences that outline each experience or they may be presented in a bulleted list below each description's subheading, but the format must be consistent throughout the résumé.

Action Verbs

Each descriptive phrase used under each subheading should begin with an action verb in the correct tense (past or present). No subject nouns or pronouns should be used. Be sure to use a variety of action verbs in order to keep your résumé from appearing repetitive.

Action Verbs

Management Skills

administered
analyzed
assigned
attained
chaired
contracted
consolidated
coordinated
delegated
directed
evaluated
executed
improved
increased
organized
oversaw
planned
prioritized
produced
recommended
reviewed
scheduled
strengthened
supervised

Communication Skills

addressed
arbitrated
arranged
authored
corresponded
developed
directed
drafted
edited
enlisted
formulated
influenced
interpreted
lectured
mediated
moderated
motivated
negotiated
moderated
motivated
negotiated
persuaded
promoted
publicized

reconciled
recruited
spoke
translated
wrote

Research Skills

clarified
collected
critiqued
diagnosed
evaluated
examined
identified
inspected
interpreted
interviewed
investigated
organized
reviewed
summarized
surveyed
systematized

Technical Skills

assembled
built
calculated
computed
designed
devised
engineered
fabricated
maintained
operated
overhauled
programmed
remodeled
repaired
solved
trained
upgraded

Teaching Skills

adapted
advised
clarified
coached
communicated
coordinated
developed

enabled
encouraged
evaluated
explained
facilitated
guided
informed
initiated
instructed
persuaded
stimulated

Financial Skills

administered
allocated
analyzed
appraised
audited
balanced
budgeted
calculated
computed
developed
forecast
managed
marketed
planned
projected
researched

Creative Skills

conceptualized
created
designed
developed
directed
established
fashioned
founded
illustrated
instituted
integrated
introduced
invented
originated
performed
planned
revitalized
shaped

Helping Skills

assessed
assisted
clarified
coached
counseled
demonstrated
diagnosed
educated
expedited
facilitated
familiarized
guided
referred
rehabilitated
represented

Clerical/Detail Skills

approved
arranged
catalogued
classified
collected
compiled
dispatched
executed
generated
implemented
inspected
monitored
operated
organized
prepared
processed
purchased
recorded
retrieved
screened
specified
systematized
tabulated
validated

Source:
The Good Résumé Guide,
Yana Parker

RUTH B. BRIGHT

ruth.bright@email.com

CURRENT ADDRESS

Cook Hall #3231
115 East 10th Street
Holland, MI 49423
(616) 395-4321

PERMANENT ADDRESS

51 Oakridge Drive
Westchester, NY 10054
(646) 653-1298

INTERNSHIP OBJECTIVE

To obtain a summer internship in public relations using my verbal and written communication skills.

EDUCATION

Hope College - Holland, MI
Bachelor of Arts: Communication, Management
Minor: Spanish
GPA: 3.77/4.0

Anticipated May 20XX

Study abroad in London, England
"Management in the British Economy"

May 20XX

HONORS AND AWARDS

Dean's List - five semesters
Mortar Board national honor society member
Division III All-American - softball award

RELEVANT COURSEWORK

Management Decisions
Public Presentations
Marketing Management
Media Productions I, Copywriting

Management Theory
Analytic Skills in Communication
Interpersonal Communication
Communication for Public Relations

SKILLS

Proficient in Microsoft Office (Word, Excel, PowerPoint, Access) and Adobe InDesign
Experienced with writing press releases, editing, and public speaking
Fluent in Spanish

List in most recent order

Include city and state

RELATED EXPERIENCE

Assistant Editor, The Anchor, Hope College - Holland, MI

Fall 20XX

- Provided editorial comments on copy for four campus newspaper columnists
- Assisted campus organizations with development and submission of press releases

Server, Pizza Palace - Buffalo, NY

Summers 20XX - 20XX

- Provided service to customers of all ages in a high-traffic, fast-paced environment
- Utilized problem-solving and management skills to create employee schedule for managers

Business Club Publicity Chair, Hope College - Holland, MI

Spring 20XX

- Created flyers, press releases, campus electronic announcements, and banners for events

CAMPUS AND COMMUNITY ACTIVITIES

Niagara Area Literacy Council Volunteer

Summers 20XX - 20XX

- Tutored children ages six through ten for two hours each week in a minority student achievement program

Dance Marathon Moraler

Spring 20XX

- Assisted and encouraged a participant throughout an all night philanthropic event

Format dates consistently

SAMUEL K. LAM

Cook Hall #260 - 115 E. 10th Street - Holland, MI 49423 - (616) 395-3267 - samuel.lam@hope.edu

INTERNSHIP OBJECTIVE

To obtain a summer internship in a laboratory setting using research and analytical skills.

EDUCATION

Hope College - Holland, MI
Bachelor of Science: Chemistry
Minor: Physics

Anticipated May 20XX
GPA: 3.89/4.0

HONORS AND AWARDS

Phi Beta Kappa national academic honor society member
Dean's List - six consecutive semesters

RELEVANT COURSES

Studies in Physics	Modern Physics
Organic Chemistry	Inorganic Chemistry
Analytical Chemistry	Physical Chemistry
Environmental Lab Methods	Environmental Geochemistry

COMPUTER SKILLS

Proficient in Microsoft Office (Word, Excel, PowerPoint, Access) and ArcGIS

LABORATORY SKILLS

Experience with the following laboratory equipment:

- Pelletron particle accelerator and Inductively Coupled Plasma Spectrometer

Experience with the following environmental sampling techniques:

- Sediment piston coring, ponar grab, secchi depth, benthic invertebrate sampling

RELATED EXPERIENCE

Undergraduate Research Assistant, Chemistry Department - Hope College Summer 20XX

- Assisted professor with investigating Lake Macatawa sediment toxicity
- Contributed to report of study for National Science Foundation
- Co-presented findings at local research symposium

Laboratory Teaching Assistant, Chemistry Department - Hope College Spring 20XX

- Operated and trained students on laboratory equipment
- Guided and supervised laboratory work of General and Organic chemistry students

CAMPUS AND COMMUNITY ACTIVITIES

Sigma Pi Sigma Treasurer Fall 20XX - Spring 20XX

- Managed financial transactions for undergraduate physics honor society chapter

Hope College Mission Trip Spring 20XX

- Worked with multi-racial and multi-ethnic individuals in a variety of Los Angeles urban ministry centers during a one week spring break service trip

Orientation Assistant Fall 20XX

- Served as a peer mentor assisting ten first year students with the transition to college

"It's Grand" River Cleanup Volunteer Summers 20XX - 20XX

- Applied academic knowledge of freshwater pollution analysis and clean up techniques by participating in monthly service day projects with the Grand Rapids Young Professionals Grand River Cleanup Crew

List in most recent order

Format dates consistently

GEORGE M. WASHINGTON

george.washington@email.com
123-456-7890

CURRENT ADDRESS

1234 South Tulip Lane
Holland, MI 49423

PERMANENT ADDRESS

9876 Constitution Ct.
Detroit, MI 48207

INTERNSHIP OBJECTIVE

To obtain an internship in a congressional office as part of the Washington, D.C. Honors Semester from January XX – May XX, 20XX.

EDUCATION

Hope College - Holland, MI
Bachelor of Arts: Political Science; Minor: Spanish

Anticipated May 20XX
GPA: 3.85/4.0

Study Abroad in Sydney, Australia May 20XX

HONORS AND AWARDS

Dean's List - six semesters
Mortar Board national honor society member
Member of the Eta Kappa Chapter of Pi Sigma Alpha, National Political Science Honor Society

RELEVANT COURSEWORK

Intro. to American Political Institutions
State and Local Government
Political Scope and Methods

Law and Society
Modern Political Thought
Spanish for Business

SKILLS

Proficient in Microsoft Office (Word, Excel, PowerPoint)
Fluent in Spanish

Include city and state

RELATED EXPERIENCE

Office Assistant, Hawley & Rosch, Attorneys at Law – Chicago, IL Summer 20XX

List in most recent order

- Observed attorney meetings with clients, attended hearings and depositions
- Maintained and organized paper and electronic files

Steering Committee Member: Pre-Law Club Hope College - Holland, MI Fall 20XX

- Plan club events, extend invitations to guest speakers, host lawyer panels

Hope Republicans, Hope College - Holland, MI Spring 20XX

- Assisted with campaign efforts for state and federal elect

Format dates consistently

CAMPUS ACTIVITIES

CASA (Children's After School Achievement) Tutor Summers 20XX - 20XX

- Assisted an elementary school student with homework and study skills twice per week

The Pull (annual event involving 82 hours of practice and competition) Spring 20XX

- Selected to represent class in the oldest collegiate competition in the United States

Spanish Chapel Fall 20XX – Spring 20XX

- Created and posted publicity for collegiate worship services conducted in Spanish

Graphic Artist

Current Address

22 1/2 15th St.
Holland, MI 49423
712-123-4567

Permanent Address

1010 NW Books Lane
Story City, IA 51978
graphic.artist@email.com

OBJECTIVE

Seeking a graphic design internship, enabling growth and learning opportunities in a creative, fast-paced, forward-thinking organization.

EDUCATION

Hope College – Holland, MI May 20XX
Bachelor of Arts: Studio Art (Graphic Design Emphasis) GPA 3.2/4.0
Minor: Communication

RELATED COURSES

- Basic and Applied Design
- Basic and Applied Drawing
- Art Photo Process
- Independent Study in Design
- Fundamentals of Photography
- Special Problems in Studio

COMPUTER SKILLS

- Familiar with PC and Apple computer systems
- Experienced in:
 - Pagemaker
 - InDesign
 - Adobe Photoshop
 - Adobe Illustrator
 - Dreaweaver

Include city and state

INTERNSHIP

Graphic Designer – Image Group, Holland, MI Summer 20XX

- Assisted with designing a brand logo for local restaurant
- Presented layout ideas to restaurant owner and constituents
- Completed assigned layout tasks in cooperation with other interns
- Implemented new layout designs into both paper and web based advertising

RELATED EXPERIENCE

Office Assistant – Tive Construction, Holland, MI Summers 20XX – 20XX

- Created and implemented company website
- Designed new company logo and marketing material
- Established new computer folder organization system

LEADERSHIP

Swim Team Member – Hope College Fall 20XX – Spring 20XX

- Nominated by teammates and coaches as captain for senior season
- Lead team activities outside of the pool
- Represent team on the Student Athletic Advisory Board

Format dates consistently

COLLEGE ACTIVITIES

Student Activities Council Fall 20XX – Spring 20XX

- Publicity committee member

List in most recent order

Dance Marathon March 20XX, 20XX, 20XX

- Participated as a dancer and moraler
- Assisted with publicity and marketing

Relay for Life October 20XX, 20XX, 20XX

- Team leader
- Raised money for the American Cancer Society

PORTFOLIO

Available upon request