



PREPARING YOUR INTERNSHIP RESUME

What is a resume and why do I need one?

A resume is a document, usually one page in length, which serves as your introduction to prospective employers. A resume 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 will require a resume as part of your internship application process.

How is an internship resume different from other resumes?

The goal of your internship resume is to help you obtain practical experience to compliment your academic experience in a particular career field of interest. An internship resume helps the employer place your current level of knowledge and skill development in your college educational process. The focus for an internship resume is not on knowledge and professional 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.

What information should my resume contain?

A resume is divided into sections or components that provide information about who you are and the experience you can offer an employer. Information shared in your resume should be professionally relevant and should only contain experiences from your time in college unless your college experience is not sufficient to fill one page and you are a first or second year student. The most common components for an internship resume, in order of appearance, include:

1. **Name, address, telephone and email**—if you are living on campus include your current and permanent address and use a telephone number where you can easily be reached. Remember to ensure your current voice mail greeting is professional and others answering your phone take accurate and complete messages once your resume has been sent to an employer. Your name should be typed in a larger font size to make it easier for an employer to identify and remember your resume.
2. **Internship objective**—the objective is a concise statement of exactly what you want to pursue in an internship experience and should be catered to each internship position for which you apply. It is better not to include an objective at all than to use one that is too broad or extremely narrow.
3. **Education**—emphasize the highest level you have achieved, including study abroad experiences. If your GPA is at or above a 3.0, include it as well as academic honors and awards.
4. **Relevant coursework, academic highlights, and/or research experience**—list courses relevant to the type of internship you would like to pursue and describe research projects or academic experiences related to the type of work you hope to do in an internship.
5. **Skills**—list language skills, computer skills, and special certifications that relate to the internship opportunity.
6. **Work or relevant experience**—use this section to highlight the transferable skills you have developed by tying them to the responsibilities you have had in employment experiences. If necessary, employment from high school may be listed in this section, although it is not preferred. List your experiences in the most recent order first.
7. **Campus and Community Activities**—list transferable skills by tying them to involvement in campus organizations, church and volunteer activities in which you participated at Hope or during college breaks.
8. **Additional information**—if may be necessary to include publications of poetry, articles, etc., posters, or other artistic work. Faculty and OCS' staff are available to help you determine if additional information is expected in your career field of interest.

How do I describe my experiences?

“Transferable skills,” or skills you used in your previous experience that will also apply in professional settings, are highlighted on your resume 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 represented in a bulleted list below each description’s subheading, but the format must be consistent throughout the resume.

Action Verbs

Each descriptive phrase used under each sub-heading should begin with an action verb in the past tense; no subject nouns or pronouns are used. Be sure to use a variety of action verbs in order to keep your resume from appearing repetitive.

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
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

RUTH B. BRIGHT

ruth.bright@hope.edu

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 fast-pitch 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 PageMaker
Experienced with writing press releases, editing, and public speaking
Fluent in Spanish

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 manager

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 2002-20XX

- 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

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 analysis skills

EDUCATION

Hope College, Holland MI
Bachelor of Science: Chemistry
Minor: Physics
GPA: 3.89/4.0

Anticipated May 20XX

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, Inductively Coupled Plasma Spectrometer, environmental sampling techniques including 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 years 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