Full Name [Internship Resume Example]

Location (City, State) | LinkedIn | Phone Number | Email

EDUCATION

University **Location**
Major/Degree *Graduation Date (Month, Year)*
- GPA, Organizations, School-related accomplishments, etc.

SKILLS & INTERESTS

Skills: These skills should be concrete and testable. These should not be soft skills like communication, organizational, and interpersonal skills, but instead incorporated into your bulleted accomplishment statements above. You can add technology skills (Ex: Microsoft Office, Quickbooks, SQL, etc.) and languages (Ex: Spanish, French)

Interests: What are you interested in getting into + what do you like to do outside of work/for fun? (Optional)

RELEVANT COURSES & PROJECTS

Courses: This is where you list the classes you've taken that relate to the internship position you're applying for. (Ex: for CS position - Data Structures, Software Engineering, Computer Networks, etc.)

Name of Project **Location**
Course name *Dates*
- This section is optional if you have various in-class or side projects you want employers to know. By having multiple sections, it allows you to emphasize your most relevant experience.
- Positions within this section should be formatted similar to previous experience sections, including bullet points if necessary.
- You may also include work experiences that may not be directly related to the job/internship you are applying to, but add to your credibility by exemplifying your past work experiences.

WORK EXPERIENCE (Your most recent experience should be at the TOP)

Company **Location**
Position *Dates*
- This section regarding experiences has bulleted accomplishments, which provide examples of when you successfully used the skills employers are seeking. Make sure you have between 2 and 5 bullet points in each section.
- Your bullet points should start with a strong action verb, which then follows with an explanation of what you were doing, describe how you did it, and most importantly if applicable, any achievements. Statements should convey your strengths/proficiencies in one or more skills that intrigue the employer by showing examples of when you have used them.
- When writing about your experience, consider these questions: What was the result/outcome of your work? What were your accomplishments? How did you impact the organization? What skills/knowledge did you grow? How does this experience relate to your internship/employment goal?

Company **Location**
Position *Dates*
- Your bullet statements should be in proper tense, using –ed for past experiences and present tenses for current positions. Make sure that your writing is free of grammatical errors and punctuation.
- When including numerical achievements during your experiences, make sure to include (if applicable) the quantity, population, frequency, and impact of your work whenever possible.
- To make your resume flow, read it over. Check and see if it is easy to read with no overflowing of text. You should avoid the usage of different colors, multiple fonts, pictures, and brief/too dense information. Your resume should show who you are while being professional.

Full Name [Professional Resume Example]

Location | LinkedIn | Phone Number | Email

WORK EXPERIENCE

Company   **Location**
Position   *Dates*

- This section regarding experiences has bulleted accomplishments, which provide examples of when you successfully used the skills employers are seeking. Make sure you have between 2 and 5 bullet points in each section.
- Your bullet points should start with a strong action verb, which then follows with an explanation of what you were doing, describe how you did it, and most importantly if applicable, any achievements. Statements should convey your strengths/proficiencies in one or more skills that intrigue the employer by showing examples of when you have used them.
- When writing about your experience, consider these questions: What was the result/outcome of your work? What were your accomplishments? How did you impact the organization? What skills/knowledge did you grow? How does this experience relate to your internship/employment goal?

Company   **Location**
Position   *Dates*

- Your bullet statements should be in proper tense, using –ed for past experiences and present tenses for current positions. Make sure that your writing is free of grammatical errors and punctuation.
- When including numerical achievements during your experiences, make sure to include (if applicable) the quantity, population, frequency, and impact of your work whenever possible.
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[LEADERSHIP / RESEARCH / VOLUNTEER / ETC.] EXPERIENCE or PROJECTS

Company   **Location**
Position   *Dates*

- This section is optional if you have various leadership experiences and other activities you want employers to know. By having multiple sections, it allows you to emphasize your most relevant experience.
- Positions within this section should be formatted similar to previous experience sections, including bullet points if necessary.
- You may also include work experiences that may not be directly related to the job/internship you are applying to, but add to your credibility by exemplifying your past work experiences.

EDUCATION

University   **Location**
Major/Degree   *Graduation Date*

- GPA, Organizations, Relevant Coursework, etc.

SKILLS & INTERESTS

Skills: These skills should be concrete and testable. These should not be soft skills like communication, organizational, and interpersonal skills, but instead incorporated into your bulleted accomplishment statements above. You can add technology skills (Ex: Microsoft Office, Quickbooks, SQL, etc.) and languages (Ex: Spanish, French)

Interests: What are you interested in getting into + what do you like to do outside of work/for fun?