

Tips for Writing an Internship Resume

GENERAL RULES OF THUMB

- Be consistent with layout—if you start with one date on the right side, all your dates need to follow that layout. Choose Times New Roman or Arial for a font (12 pt). Use bold & italics consistently.
- Length is one page. Highlight your best competencies, skills, experience, and education.
- Use active verbs to describe your accomplishments. Start with the most current and work backwards chronologically; use the past tense for all but positions you are currently in. Don't include information from high school
- Print the resume on white, cream, or other light colored resume paper; black type; include a cover letter
- Spell out all words—states are the only thing that can be abbreviated.

CONTACT INFORMATION

List: Name, Street, City/State/Zip, Phone, Email

- May need to include both a Bethel address & permanent/summer address.
- Make it Large & Readable—your name is the biggest piece of information on the page.

OBJECTIVE

- A quick, succinct statement that describes the type of position you are seeking and your area of expertise or what you are hoping to gain.
- Avoid being too general or too specific. *Ex. To obtain an internship in....in order to gain experience and develop....*

EDUCATION

List: Name of degree, educational institutions, and location

- List highest degree first (Bachelor of Arts in Social Work) AND anticipated or expected date of graduation.
- If you are a transfer student with more than 1 year at another institution, list your Bethel information first and then list the transfer institution second.
- Include honors, any GPA over 3.2, titles of senior projects and/or research.
- SPECIAL SUB-SECTION: Relevant or Related Coursework. This is a short list (4-6) of classes that are related to the type of internship you are seeking. This shows the employer that you have the theoretical/basic knowledge of an area even if you don't have any direct work experience.

RELATED EXPERIENCE

List: Position, organization/company, location, & date

- § May include information pertaining to experiences/positions (paid & unpaid) that are related to the area you are interested in. If you tutored or mentored someone and you are looking for an internship in adolescent development and were a paid youth leader, you could include both positions in this section.

WORK EXPERIENCE

List: Job Title, Company or Organization, Location, & Date

- Highlight your best information first; keep it free of filler. This section should not be a list of every job held—just the significant ones.
- List your most current position first and work in reverse chronology.
- Highlight the accomplishments and contributions you have made in each position.
- Measure the outcomes of your accomplishments in specific terms: *increased productivity, reduced cost by fifty percent, improved morale, record-keeping, etc.*

ALTERNATE SECTIONS

List: your role/position, name of organization, location, & date

- Could include your participation in community service, a student leadership position, or participation in athletics, music, etc or international experience. Be certain you can articulate what you learned/accomplished from the experience.
Possible Headings: Campus & Community Involvement or International Experience.

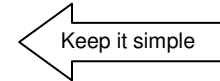


INGRID INTERN

3900 BETHEL DRIVE # 1234 • ST. PAUL, MN 55112 • (651)638-0000 • INTING@BETHEL.EDU

OBJECTIVE

To obtain an internship in human resource management.



EDUCATION

Bachelor of Arts in Business

Bethel University, St. Paul MN

§ Emphasis in Human Resources

§ GPA 3.65

Expected date of graduation: May 2006

Relevant Coursework:

Human Resource Management

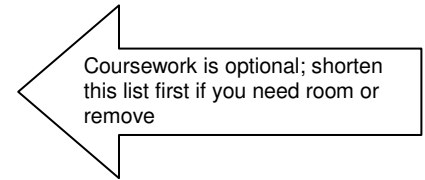
Information Technology and Applications

Business Problem Solving

Principles of Marketing

Principles of Management

Financial Accounting



RELATED EXPERIENCE

Career Services Office Assistant

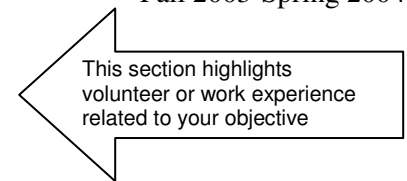
Bethel University, St. Paul, MN

§ Designed and conducted nationwide telephone survey of 250 employers

§ Researched 60 majors to determine distinctives of each discipline

§ Answered multi-line telephone & entered jobs into FileMaker Pro database

Fall 2003-Spring 2004



WORK EXPERIENCE

Resident Assistant

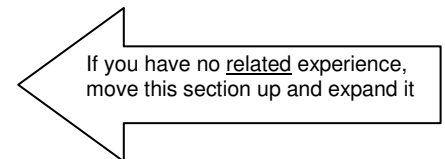
Bethel University, St. Paul, MN

§ Serve as liaison between 48 residents and the college administration

§ Plan, coordinate, and supervise resident hall programs and activities

§ Advise and counsel peers as well as maintain discipline on the floor

Fall 2005-Present



Waitress

Ingredients, White Bear Lake, MN

§ Entrusted with cash from sales and gained register experience

§ Trained 5 new summer employees

§ Learned to handle stressful situations by serving and interacting with a variety of customers

§ Requested to return for breaks and summers

Summers 2002-2003

INTERNATIONAL EXPERIENCE

Business Europe Term

Fall 2004

§ Observed and researched international businesses practices

§ Interacted closely with different cultures and languages

§ Participated in a field project exploring differences in business relations

CAMPUS & COMMUNITY INVOLVEMENT

Chairperson & Member - Student Activities Marketing Committee

Spring 2004 - Present

Member - American Marketing Association

Fall 2003 - Present

Participant - Spring Break Service Project

Spring 2003