

## ***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.