

Created by the University Career Center at Georgia College

Resume Preparation

Internships



Want more help with your resume?

Contact the Career Center at your college or university to schedule an appointment and learn about the resources they have to offer you!

Purpose of a Resume

Your resume serves several very important functions:

- Advertises your abilities, accomplishments, and capabilities
- Serves as a marketing tool for potential employers
- Sets you apart so that you are noticed and selected for the next step in the process
- An honest, positive, concise, easy to read representation of YOU!

Several sample resume examples follow the information section. Browse them to see what will work the best for your experience.

Resume Organization and Content

There are a variety of ways to structure a resume; below are descriptions of the basic components that should be included.

Contact Information

- **Always** make sure your contact information is at the top of a resume and easy to find.
- Your name should be large enough to be easy to find and portray confidence.
- Provide your name, an email, a local and permanent address, and phone number so an employer can contact you at all times.
- **Do not** put your social security number, birth date, or picture on your resume.
- Your email address should be simple and professional.

NO: CutiePie92@callme.com **YES:** Bobby.bobcat@email.com

Objective

- An objective is a concise, one or two sentence statement that appears near the beginning a resume.
- It communicates what sort of job you are seeking and what skills you have to offer and should closely match the position description.
- The objective serves as the focal point of your resume—the remainder of the resume’s content should naturally follow what you’ve already described.

Example: If you talk about your interpersonal skills in the objective, your resume should include several examples of ways you’ve demonstrated interpersonal skills.

There are a variety of ways to focus your objective:

Position focused: “An internship in health promotion and education”

Field focused: “A full time position in finance with responsibilities for quality assurance, risk management, financial analysis, investment advising, and related financial services.”

Skills focused: “A position utilizing my counseling, research, and proposal writing skills.”

Combination: “Seeking a position as a public relations officer with a non-profit agency. Wish to utilize my skills in communications, needs analysis, and photography.”



Be aware: Always be work-centered rather than self-centered in your objective. Focus on what you have to offer, not what the employer can offer you.

Summary (also called Summary of Qualifications)

- A summary section is an optional section candidates use to highlight accomplishments, skills, and experience that relate to the position.
- Use concise, to the point sentences or phrases in a Summary section.
- Make your resume stand out by being specific. General statements like “Great communication skills” are vague, overused, and will not help you stand out.

Education

- For current students and recent graduates, the Education heading should always appear before Experience and after the Objective.
- High school diploma information is **not** included in a college student’s resume.

Basic information to include:

- Institution
- Degree
- Major(s) and concentration
- Minor, if applicable
- GPA if it is 3.0 or above

Optional headings:

- Related Coursework
 - Academic Projects
 - Study Abroad
-
- A Related Coursework subheading should only list specific courses which are related to the field or will enhance your candidacy for the position.
 - Academic honors, honor societies, and other achievements that indicate your academic ability can be listed under the Education section. A separate Honors section can also be utilized for this information.

Experience

- The Experience section should appear after Education for current students and recent graduates.
- Consider labeling your experience section “Related Experience,” or, more specifically, “Teaching Experience” or another heading that closely relates to your field.
- It can be helpful to brainstorm these questions while forming this section:
 - What skills do I have to offer a potential employer?
 - What paid and unpaid experiences gave me those skills?
 - What experiences are relevant and what can be excluded?

- Employers want to see experience that you have gained while attending college.
- These include:
 - Part-time employment
 - Work-study
 - Internships
 - Self-employment (e.g., child care, lawn care, house painters, etc.)
 - Volunteer experiences

Your experiences should include:

- Organization name and location
 - Position held
 - Dates employed
 - Responsibilities
 - Demonstrated abilities and skills
 - Achievements and significant contributions
- Utilize **reverse chronological order**—your most recent experiences should be listed first.
 - Describe your responsibilities using action verbs. Leading with action verbs makes it easier for the reader to focus on your skills set. An excellent list of action verbs is included later in this guide.

Examples of action verbs: Created, planned, analyzed, initiated
 An excellent list of action verbs is included later in this guide.

- Focus on transferable skills—the skills that can carry (or “transfer”) to every job, course, volunteer experience, and so on. They are very important in hiring, because employers consider how your transferable skills relate to the position.

Transferable skills include:

- Oral communication skills
- Written communication skills
- Interpersonal skills
- Ability to work effectively in a team
- Leadership experience
- Problem solving skills
- Customer service skills
- Research and analytical skills
- Ability to balance multiple tasks

NEVER lie or stretch the truth on a resume or on an application. This will only show your dishonesty, which is NOT a desirable skill!



Honors

- Depending on your experiences, it is appropriate to have an honors section to describe your awards and achievements.
- This section can include academic achievements, honor societies, and other awards or honors you may have received.

Leadership

- Depending on your experiences, it might be appropriate showcase your leadership involvements in a Leadership section.
- In this section, include in this section any of your leadership roles in organizations such as officer positions, leadership roles, projects managed, and other experiences that accent your leadership abilities.
- You can also include leadership conferences and leadership development programs you've attended.

Campus Involvement

- A Campus Involvement or Community Involvement section showcases the skills you've built through involvement.
- An involvement section can include organizations, athletics, Greek life, and/or volunteer experiences.
- Reflect on your experiences to determine if having an involvement section is appropriate for your resume, or if the space is better used for other things.

Volunteer

- If you're highly involved in volunteerism, that may merit its own section on your resume.
- This section can include volunteer projects through civic organizations, nonprofit organizations, religious establishments, or other groups.
- You can also highlight leadership positions, projects you've managed, events you've planned, and awards you've received related to volunteering.

References



It is not necessary or appropriate to include **“References will be provided upon request”** on your resume. Use the extra line to describe a skill!

- It is appropriate to prepare a separate References page, which you offer when it is requested.
- A References page should be practically identical to your resume (same paper, your header/contact information, font, etc.).

Include each of these:

- Name and Title
 - Organization (if applicable)
 - Address at organization
 - Phone Number
 - Email Address
- Typically three to five references are enough. Consider individuals who are familiar with your career goals and the quality of your work. A good reference might include: professors, current or former employers, or student organization advisers.
 - Family friends, clergy, and relatives usually are not good references to reflect on your professional skills.

- **Always** ask for permission from references before releasing their information to employers!
- Provide your references with a copy of your completed resume so they can speak knowledgeably about your background and qualifications if a prospective employer contacts them.
- Notify your references when you believe an employer may contact them.
- When you have accepted a position, notify your references and thank them.

Additional Headings

- Customize your resume so that it can best represent you and your ability to meet your objective.
- Include sections tailored to your individual skills and experiences.

Additional headings include:

- Special Skills/Languages
- Computer Skills
- Professional Involvements
- Certifications
- Research Experience
- Military Service

Using your resume to stand out

It is important for your resume to be in the most professional form before giving it to a potential employer. Here are the guidelines:

Length

- One-page resumes are best for students and entry-level candidates.
- Employers appreciate concise resumes that are organized and easy to read.
- Information included on the second page of is often overlooked or not reviewed with the same intensity as information on the first page.



Appearance

- Use a blank Microsoft Word document when creating your resume.
- Avoid resume templates! Resume templates hinder your ability to individualize your resume.
- 11-12 point print, depending on the font
- Use bold to emphasize your headings, company names, and university names.
- Aim for a crisp, clean looking, and visually appealing resume.
- Use “white space” effectively. A healthy ratio of white space will help your headings stand out, while the information does not seem “crammed.”
- Bullet points are an effective way to highlight skills and action verbs.
- Use resume paper when printing your resume. You can purchase resume paper from office supply stores and department stores.

Review

- After carefully reviewing your resume for its strengths and weaknesses, make all necessary changes and improvements.
- After your review, give it to two or three knowledgeable reviewers for their suggestions. You might consider asking a mentor, a reference, or a Career Center staff member to your resume.
- Review your resume periodically to ensure that it reflects your goals, skills, and most recent experiences.

An effective resume SHOULD:

- Immediately impress the reader
- Be concise, visually appealing, and easy to read
- Indicate your career aspirations and goals
- Communicate job-related abilities, not just duties
- Focus on the employer’s needs and your ability to meet those needs
- Support your career objectives
- Emphasize accomplishments
- Communicate responsibility and dependability
- Be a reflection of your ability and potential
- Favorably distinguish you from other candidates

An effective resume SHOULD NOT:

- Have an unclear objective
- Contain misspellings or typographical errors
- Be poorly organized
- Contain lengthy phrases, sentences, or paragraphs
- Be “gimmicky” or amateurish
- Lie or misrepresent your background or qualifications
- Be poorly typed or reproduced
- Contain irrelevant information
- Omit critical information
- Require too much interpretation for the reader
- Contain unexplained time gaps with regard to employment history

Resume Action Verbs

When describing your work and leadership experiences, start each bulleted phrase with a strong action verb. Use the words listed to create a clear picture of your experience. The **underlined** words below are especially good for pointing out **accomplishments**.

Management Skills

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

Communication Skills

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

spoke
translated
wrote

Research Skills

clarified
collected
critiqued
diagnosed
evaluated
examined
extracted
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
upgraded

Teaching Skills

adapted
advised
clarified
coached
communicated
coordinated
demystified
developed
enabled
encouraged
evaluated
explained

facilitated
guided
informed
instructed
persuaded
set goals
stimulated
trained

Financial Skills

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

Creative Skills

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

Helping Skills

assessed
assisted

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

Clerical or 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

More Verbs

achieved
expanded
improved
pioneered
reduced (losses)
resolved (problems)
restored
spearheaded
transformed

Bobby A. Bobcat

b.a.bobcat@email.com

Current Address: 122 North Irwin Street, Apt. 2 · Milledgeville, GA 31061 · (478) 555-2121

Permanent Address: 6101 Pine Bark Drive · Macon, GA 31210 · (478) 555-9748

OBJECTIVE Seeking a public policy internship that will allow me to utilize research and analytical skills in a fast-paced environment.

EDUCATION **Georgia College & State University**, Milledgeville, GA May 2013
Bachelor of Arts: Political Science GPA: 3.5

Relevant Coursework:

Public Policy Making State and Local Government
International Politics & Issues Principles of Public Administration

RELATED EXPERIENCE **Student Government Association** Milledgeville, GA
Treasurer 2012-2012

- Observe that all aspects of SGA's financial recording, communication, audit, and governance are conducted with integrity and University Policy
- Process and prepare payment requests for individuals to get reimbursed through SGA funds
- Set the budget and adjusted it accordingly throughout the fiscal year
- Create and present budget reports to the Student Senate

SGA Senator 2010-2011

- Served as a student representative on a 60-member body representing each academic department and student perspectives on curricular issues
- Participated in college-wide policy decisions concerning such issues as the Student Green Fee and designated smoking areas on campus
- Researched and made presentations to membership

POLS 4401: Public Policy Making Milledgeville, GA
Academic Project Fall 2011

- Collaborated with a team of three to research and present a project on education public policy in the United States
- Proposed changes to policy on testing in education based on research and discussion

ADDITIONAL EXPERIENCE **Campus Activity Board** Milledgeville, GA
Coordinating Assistant Spring 2010

- Assembled databases, letters and other documents for the Assistant Administration Director
- Planned campus-wide musical, art and entertainment activities.

COMPUTER SKILLS Microsoft Word, Excel, Access, PowerPoint, and Publisher
Adobe Dreamweaver and Photoshop

HONORS President's List (1 semester) Weir/Wells Scholarship
Dean's List (3 semesters)

Jared Hamilton

Jham2@email.com

Current Address: 1311 University Avenue · Milledgeville, GA 35401 · (478) 555-7777

Permanent Address: 804 Dogwood Drive · Montgomery, AL 34440 · (205) 555-1212

OBJECTIVE	To obtain an internship in the field of public history.	
EDUCATION	Georgia College & State University , Milledgeville, GA Bachelor of Arts , Major: History	May 2014 GPA: 3.4/4.0
<i>Academic Projects</i>	Museums and Historical Organizations Hay House Museum in Macon, Georgia Researched the collection archives and presented findings to a group of 35 museum staff and members	
RELEVANT EXPERIENCE	Museum Assistant , 2011-Present Georgia College Museum, Milledgeville, GA <ul style="list-style-type: none">• Coordinate and scheduled tours for university classes and local community civic organizations• Answer in-coming phone calls informing potential patrons of hours of operation and special exhibits• Write and submit articles to the university and local newspapers concerning special events Intern Interpreter/Guide , Summer 2012 Colonial Williamsburg, Williamsburg, VA <ul style="list-style-type: none">• Greeted patrons upon arrival, informing them of the historical date being portrayed and the events of the day• Participated in the re-enactment of various historical events from 1772-1776• Learned the techniques of brick making and furniture construction as it was done in the 1700's• Served as a guide for 50 school field trips consisting of Elementary, junior high and high school	
VOLUNTEER EXPERIENCE	Volunteer Counselor , 2010-2011 Baldwin County Judicial Circuit Juvenile Probation, Milledgeville, GA <ul style="list-style-type: none">• Mentored at-risk teens and focused on social skills and career goals• Tutored students in history and made it relatable to their experiences• Facilitated group discussions on social responsibilities and drug awareness	
COMPUTER SKILLS	Microsoft Office: Word, Outlook, PowerPoint, Excel	
PROFESSIONAL	American Historical Association , 2011-Present <ul style="list-style-type: none">• Participated in the 2012 national conference as a student member	