Sample Format for Internship Resumes

(Your resume should only be one page in length. The entire document should be in the same font style.)

YOUR NAME

Email Address
Telephone number

College Address
Marist College - MSC # 00000
Poughkeepsie, NY 12601

Home Address
Street Address
City, State, Zip

OBJECTIVE To obtain an internship related to (your major)

EDUCATION

Bachelor of Arts/Science, May 2014 - OR -
Bachelor of Professional Studies (only Fashion Majors), Month & Year
AACSB International accredited School of Management (Business majors only)
Marist College, Poughkeepsie NY
Major: (list it); Concentration: (list it); Minor: (list it)
GPA: (list it)

Marist International Programs (Spring 2013): University of Indianapolis, Athens
Studied liberal arts and Greek culture. Independent travel within Greece and to Italy, Germany and Spain.

HONORS Dean's List (# semesters); Marist Academic Scholarship

RELEVANT COURSES

Course Title	Course Title
Course Title	Course Title
Course Title	Course Title

RELATED EXPERIENCE

***Title,* Organization**, City, State (9/2013- Present)

- Describe your responsibilities
- Emphasize how you did your work
- When possible, support your claims with evidence

Title, **Organization**, City, State (dates)

- Be specific and precise in describing your work activities
- Give details that vividly indicate your qualifications
- Ensure that these details also support your objective

SKILLS

Computer: Microsoft Office (Word, Excel, PowerPoint); Adobe (Photoshop, Illustrator); Social Networking (Facebook, Twitter, Instagram, Pinterest); Mac and PC literate.
***Language*:** Fluent in Spanish, Proficient in French, Some basic conversational Russian

EMPLOYMENT

Title, Organization, City, State (dates)
Title, Organization, City, State (dates)

ACTIVITIES

Title, College or Community Organization

- You can include brief descriptions using bullets if they supports your objective
- If description is not relevant then simply list organization names

AFFILIATIONS Society for Human Resource Management – Marist Chapter (Vice President)

CERTIFICATIONS Excel, Bloomberg**,** Personal Trainer, CPR, and First Aid

Commented [DS1]: Big & bold; you are the "product."

Commented [DS2]: Use Marist or other professional email. Don't label it as "email."

Commented [DS3]: Use only one and do not label it "Cell," "Mobile" or "Home," etc.

Commented [DS4]: Mail will get to you at Marist without the street address.

Commented [DS5]: Headings should be in all caps and bold to stand out.

Commented [DS6]: Capitalize your major and put it in boldface. If you can be more specific then do so, i.e., *To obtain an internship related to post production in film or television.*

Commented [DS7]: Highlight academic strengths any place you have a 3.0 or higher. This might be your cumulative GPA, Major GPA, GPA in Psychology courses, etc.

Commented [DS8]: If you had an internship abroad, list it separately under related experience.

Commented [DS9]: Also list honor societies and awards based on athletic performance.

Commented [DS10]: List 4–8 related courses. For research, use a RESEARCH heading and describe research projects instead of listing course titles.

Commented [DS11]: Use month/year to month/year format. Do not just list years.

Commented [DS12]: In this section you can include internships, class projects, summer jobs or volunteer experiences as long as they are related to your internship objective.

Commented [DS13]: List specific technical skills. Always list foreign languages whether you think it's relevant or not.

Commented [DS14]: If you only list "Microsoft Office" or "Microsoft Office Suite" the reader will assume you know ALL of the programs therein. If you don't know all of them, detail those you do know.

Commented [DS15]: Do your best to accurately describe your skill level.

Commented [DS16]: You do not need to describe summer/part-time jobs that are not related to your internship goals, but list them to show you held down jobs, were responsible, earned money for college, etc.

Commented [DS17]: Include volunteer work, clubs, organizations and sports. If you are a member of a Marist sports team, "NCAA Division I" should be listed.

Commented [DS18]: This is for professional associations. If you're not in one, join one!

Commented [DS19]: If the certification is not relevant to the internship objective then don't list it.