



Resume: Directions & Template

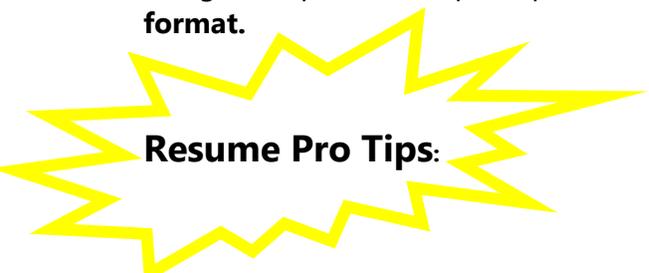
Your resume and cover letter are your first introductions to a company. They should complement one another by using a consistent style and format. While there are several types of resumes, developing an initial resume that effectively showcases your experience and skills will help you prepare a more tailored resume down the road. However, try as much as possible to tailor your initial resume here to the type of internship you are hoping to be placed in. Think about the message or “brand” you want to convey to a potential employer.

We strongly recommend you visit your Career Services office on campus if you have one. We can always tell a difference between a participant’s resume who has received feedback from their Career Services office. At the minimum, have someone else look through your resume and suggest any edits.

Below we also provide some great tips and a basic resume template to help guide you through the process of creating a resume that showcases your experience and skills.

Watch our short video on how to make your resume and cover letter stand out.

Using the tips and template provided below as a reference, please upload your cover letter in **PDF format**.



Resume Pro Tips:

1) Overall Appearance: format and style

Is the document easy to scan? Does the most applicable information stand out related to the type of internship you are seeking? Is it clean, consistent, and use the space well without clutter? Is it free of typos? What resume format will you use? (We will provide a template for a chronological template below.) Save your file as your first and last name (ex. “Ira Intern Resume”) and send as a PDF format.

2) Section and Headings: experiences

Be sure to organize your resume by section and headings. You can use general headings or specific headings (depending on the format of resume you do) that best showcase your experiences. Unless you have something extraordinary from high school (secondary school) to add, leave experiences off from these years. Order you headings by relevance, which for most of you will look something like this:



3) Bullet Points and Descriptions (skills)

Reflect on your skills within experiences that are relevant to the opportunity for which you are applying. Keep your verb tenses consistent for each position. Consider organizing bullets by relevance.

Start with a basic framework:

- Taught kids Math

STRONG ACTION VERB + WHO OR WHAT + WHY/RESULT OF ACTION

Next, expand on statements by adding details that are relevant. Quantify when possible. Your goal is to develop a more detailed picture using numbers and descriptive words.

- Taught 10 private tutoring lessons per week for students ages 10-15, including basic Mathematics, Geometry, Algebra, and Algebra 2

Additional sample bullet statement:

Stocked shelves → Stocked shelves and managed stock rotation as necessary for large supermarket

QUICK TIP:

Make sure your voicemail box is not only set up, but is professional. While an employer will seldom call you directly, we will need to be able to get a hold of you quickly when an employer is ready to interview you.

Ira Intern

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EDUCATION

Colorado University, Westminster, CO, USA
Bachelor of Business Administration, *Dean's List*

Expected: 2019
GPA: 3.7/4.0

Related Coursework:

- Microeconomic Theory, Economic Methods Statistics, Principles of Accounting

Related Projects:

- Conducted a quantitative analysis of *Microsoft Corporation* by estimating its share's intrinsic value by using financial models

EXPERIENCE

Project Coordinator

January 2015 - Present

US Limited, Springfield, CA, USA

- Design innovative products on the portal targeting the local youth
- Conduct product requirement plans and quarterly go-to-market plans detailing marketing strategies
- Analyse the financial impacts of products entering into targeted markets

Intern, Merger and Acquisition Department

Summer of 2014

Dialogic, Denver, CO, USA

- Created and constructed deal profiles for public and private companies, private equities, and joint venture deals with a consideration of US \$128 million
- Valuated companies by exit multiples

Customer Service Representative

July 2013 - September 2013

Front Range Bank, South Park, CO, USA

- Participated in marketing promotions of products including credit cards and all-in-one accounts
- Conducted marketing research via phone surveys to obtain information for the improvement of products; made over 1000 calls
- Handled customer queries related to accounts, bank loans and credit cards

LEADERSHIP & ACTIVITIES

Event Chair

January 2014 - Present

Student Alumni Council, Morrison University

Participate in bi-monthly meetings to plan quarterly university-wide events connecting students and alumni, head ad-hoc teams to organize and staff events

Member

February 2015 - Present

Women in Business, Morrison University

Attend speaker events and workshops in order to network, learn about current experiences of women in the workplace, and receive mentoring from professional women

SKILLS

Languages: Conversational Spanish proficiency

Programs: SQL, C++, Adobe Creative Suite

Commented [SF1]: Consider adding in your Skype name, as well as a LinkedIn account! If you have a website with a professional portfolio, add it here too!

Commented [SF2]: Use lines/caps/bold font to help space out and draw attention to your sections

Commented [SF3]: Bold your degree/major to help it stand out

Commented [LB4]: Mention your GPA if it's over a 3.3 (US) or 5.5 (Australian)

Commented [SF5]: If you have limited experience in the field, add in any relevant courses (above 100-level) as well as projects/paper/research experience

Commented [SF6]: Bold your job title- your role is more important than the company

Commented [SF7]: Bullets help break up your description and achievements by making it friendly and easier to read. Remember: action verb + who/what + why/result of action

Commented [SF8]: Do not go crazy with bolding as that will detract focus from the key areas. Dates are not important and do not need to stand out.

Be sure to keep the overall flow looking consistent and check for typos, grammar, extra punctuation, etc.

Leave blank space, but utilize as much space as possible, which may require you to adjust formatting, font size, margins, etc.

Commented [SF9]: Skills relevant to your field or that make you a unique candidate