



## Resume Builder

This document is designed to help you build a resume for your international internship. Not every resume needs to be exactly the same. The below template and examples will give you a place to start, but not every resume needs to be in this exact format.

Some important things to think about while creating your resume:

- Include your name, address, and email address at the top of your resume in a clear, standard way
- Use action words to talk about your experiences
- Talk about things you accomplished, created, and put into place
- When discussing a job or skills, use numbers and figures so that what you accomplished is more tangible
- Make sure the formatting is the same everywhere. If you bold one job title, make sure to bold all of them. If you put dates on the right side, make sure to put all dates on the right side
- Resumes are looked at quickly, so it needs to be easy to read and understand. Simple is usually better
- A one page resume is probably enough, but if you have enough relevant experience and skills, a second page is ok
- First year university students can put high school experience and education on their resume, but it isn't required
- Proofread everything multiple times and have someone else proofread it as well

In many other countries resumes are called Curriculum Vitae's or CV's. During the application and placement process we might ask you to edit your resume or even change it into the CV format.

## First and Last Name

Phone and Email

Address

Summary of Skills or Objective statement: In 3-4 lines highlight your best skills that relate to the position you are looking to get in the field that most interests you and/or a mission statement about what position/company you are interested in.

### EDUCATION

**Name of University or College**, City, State

Anticipated graduation in Month/Year

Bachelor of Arts/Science, Major(s), Minor(s).

GPA if over 3.0, Dean's list if part of it, honors programs

**Overseas Experience**, City, Country

Studied/volunteered/interned

Dates

Relevant Coursework and Projects (optional)

- List relevant coursework to the internship field. Only 3-4 upper level courses
- List any relevant projects you've worked on during college or abroad. Include 1-2 sentences describing the project and your role

Organizations and Awards (optional)

- List any organizations you are part of and/or awards you've received including certificates

### PROFESSIONAL EXPERIENCE

**Name of Organization**, City, State

Dates

*Job Title*

- The goal is to make the job and experience you gained feel real
- Describe any achievements from your professional experience
- Explain problems you faced, how you overcame it, and what the end results were
- Show experience with tasks and responsibilities you could have in the internship
- Describe transferrable skills that you gained
- Use details and tangible figures whenever possible

**Name of Organization**, City, State

Dates

*Job Title*

- Continue listing organizations you've worked for and the skills you've gained, just like above

### SKILLS

- List any skills you have. Include things you might take for granted, including Microsoft Excel, Microsoft Word, Twitter, and LinkedIn
- List languages you are studying or are proficient or higher in

### INTERESTS

- List the interests you have. These could include instruments, sports, reading, exercise, travel, blogging, etc.

Don't get too fancy with the font or layout. Simple is usually better in a resume. Stick to basic fonts and margins of .5 or 1

Sample Resume 1

## Jasmine Darko

[JasDarko@gmail.com](mailto:JasDarko@gmail.com)  
403-555-7986

1326 Main St  
Richmond, VA 55698

### Education

**University of Richmond**, Richmond, Virginia  
Bachelor of Arts in English, Concentration in Journalism  
GPA of 3.8

Graduation May 2017

### Relevant Coursework

- ENG 3490 – Magazine Writing
- ENG 2590 – Feature Writing, Exploring the Global perspective
- ENG 3190 – Entrepreneurial Journalism
- ENG 2890 – 21<sup>st</sup> Century Journalism

Use bullets and write short sentences rather than long paragraphs. Resumes are read quickly so highlight the skills and experiences you've had that speak to the internship or job you want

### Organizations

- Society of Professional Journalists, University of Richmond Chapter, treasurer Sept 2014 to present
- Habitat for Humanity volunteer, University of Richmond, spent 2 Saturdays a month volunteering at construction sites and 5 hours a week raising awareness and funds for builds. Reached fundraising goal of \$500 per month 90% of the time

### Professional Experience

**Baltimore Primary Care Medical Group**, Baltimore, Maryland

*Administrative Assistant*

May 2014 – August 2014

- Scheduled and confirmed 70+ patient appointments every week
- Maintained over 3,000 patient files and presented patient files to doctor before appointment
- Interacted with emergency visit patients and screened them to make sure the true emergency situations were seen right away

Use action verbs to begin your statements. Don't use 'I'

**Baltimore Daily Sun**, Baltimore, Maryland

*Editorial Intern*

- Multi-faceted internship working with a variety of departments in newspaper
- Assisted layout editor in construction of newspaper
- Called 50+ potential advertisers a day, successfully setting full time staff up with a list of potential advertisers

### Skills

- Microsoft Word, Excel, Publisher, PowerPoint. Adobe Photoshop, iMovie, Audacity
- Played cello since 5 years old and continue to do so
- Babysat 10 to 20 hours per week for past 5 years
- Speak conversational Spanish

Any language skills are important, don't forget to add them. Also, you never know what item on your resume is going to speak to the resume reviewer, include interests that you can talk about and others might find interesting

### Interests

- Playing, recording, and producing music
- Running – completed 10<sup>th</sup> half marathon in January of 2015

Example Resume 2

On LinkedIn? Add that too!  
Also put links to blogs or other social media sites if they are professional enough

# David Jones

[David.Jones@gmail.com](mailto:David.Jones@gmail.com)

413-582-0407

Twitter: @DJonestweets

Instagram: Djones1432

17 New South St

Northampton, MA 01060

Linkedin: David Jones

Highly motivated, hard-working student with a high GPA from difficult courses. Exceptional time management skills from work experience in fast paced environments. Experienced blogger with knowledge and understanding of multiple social media sites and platforms. Looking for position in a dynamic office as a marketing intern.

Not everyone is going to have an objective or summary.  
Only include an objective or summary if it is strong

## EDUCATION

**University of Maine**, Orono, Maine

Graduation in May 2016

Bachelor of Science in Business, Major Marketing, Minor Globalization studies

GPA 3.65

**Quito Volunteer**, Otavalo, Ecuador

June 2012

Worked with team of US and Ecuadorian volunteers to promote health and childcare in rural parts of Ecuador for 4 weeks. Funded the program through donations both before and after the program. Used wordpress blog to engage local and global communities.

### Relevant Coursework and projects:

International experience is a great way to stand out. Make sure to highlight it

- Global Marketing Strategies – MKG 3045
- Marketing in the EU – MKG 3135
- Nominated by professor to be lead of small team project that explored the impact of online reviews and evaluations of different on campus activities.
- Developed guidelines for first year students to develop and cultivate LinkedIn profiles that will help them get internships and professional experiences during their college career as part of Social Media club on campus

## PROFESSIONAL EXPERIENCE

**University of Maine Admissions Department**, Orono, Maine

*Student worker and Social Media specialist*

January 2014 to Present

- Started as general student worker, but lobbied for and was given the task of growing the social media presence of the University of Maine from a student perspective
- Increased twitter, Instagram, and Facebook followers and friends by 300% in the first 3 months of the position
- Created guidelines for what to put on social media and how to do so for all staff
- Processed applications and did admin work, especially during hectic busy times of year. Increased hours worked during these times to help the admissions office
- Spoke with prospective students, parents, and advisors about realities of college and student life

**Lenny's Grill**, Machias, Maine

*Server and busboy*

Summers of 2011 – 2013

- Worked in hectic, fast paced environment of a leading tourist restaurant during its busiest seasons ever
- Served more than 80 customers a day with expert customer service

- Tasked with training new employees because of ability to follow guidelines quickly

### **Skills**

- Software skills: Fast typer (70 wpm), Microsoft Word, Microsoft Excel, Twitter, Instagram, LinkedIn, Wordpress
- 3 Semesters of College level Spanish. In Spanish Intermediate 2 now

### **Interests**

- Hiking, swimming, and kayaking
- Learning different coding languages
- Being involved in school clubs and activities, both for high school and university

PROOFREAD everything! Then proofread again. Then have someone else proofread. Look for spelling, grammar, punctuation and any inconsistencies