


EFFECTIVE RESUMES FOR ACADEMIC INTERNSHIPS




GET STARTED NOW!

PURPOSE OF YOUR RESUME

- ▶ To communicate your education, experiences & accomplishments, providing a snapshot of you!
 - ▶ To make a professional first impression that encourages the reader to invite you for an interview.
 - ▶ Each situation is different; tailor your resume to each opportunity!
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Expectations


- ▶ When you apply to an internship, organizations are looking for the following:
 - Relevant Information.
 - Truthful Information.
 - A reader–friendly resume that is easy to follow.
 - Flowing content with consistent formatting.
 - No errors; this is one instance where perfection is the goal.
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Pre-writing Resume Checklist

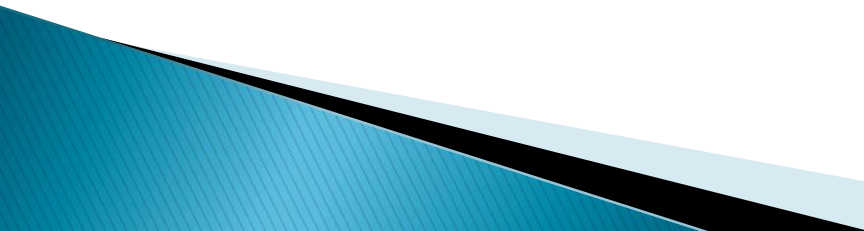


- ▶ Have current internship descriptions in front of you.
- ▶ As a starting point, create lists & outlines of:
 - Work experiences
 - Internship experiences
 - Volunteer experiences
 - Academic Experiences/Class Projects
 - Leadership/Extracurricular Activities
 - Skills
 - Accomplishments/Honors
- ▶ Select relevant information.

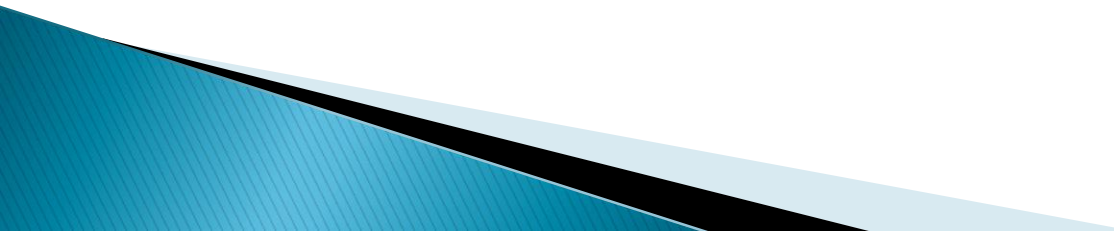
Formatting

- ▶ 1 page in length if feasible; don't exceed 2 pages.
 - ▶ Margins are no less than 0.5 inches on all sides.
 - ▶ Balance use of blank space & margins.
 - ▶ Professional fonts include Times & Bookman.
 - ▶ General content should be in 10–12 pt. font.
 - ▶ Headers should be in 10–14 pt. font.
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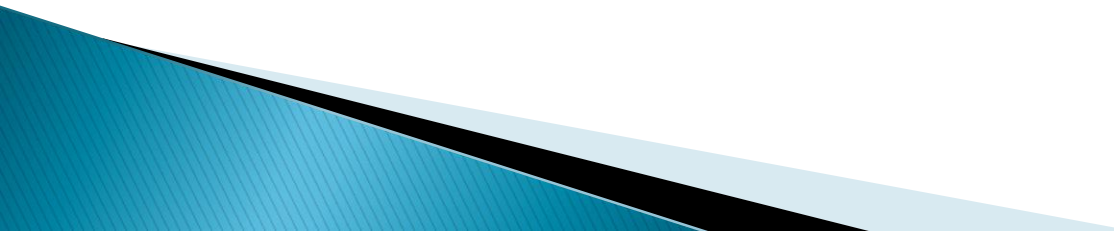
Organizing Your Resume: Chronological

- ▶ Presents a summary of information in reverse chronological order.
 - ▶ Under each category, list the most recent experiences/information first & work backwards.
 - ▶ Avoid or minimize irrelevant information. Weigh each portion of your experience from the organization's perspective to decide what to include and what to emphasize.
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Organizing Your Resume: Functional

- ▶ Highlights major areas of accomplishments & strengths in an order that best supports your objectives.
 - ▶ Organization is driven by abilities versus job titles or time sequences.
 - ▶ Note: As an intern or entry-level professional, the chronological vs. functional approach is generally the easiest and most appropriate.
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Dividing Your Resume Into Sections

- ▶ Resume information should be divided into clearly labeled sections.
 - ▶ What to include:
 - Header
 - Objective (optional)
 - Education
 - Skills & Qualifications
 - Experience
 - Honors, Activities and Affiliations
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Resume Sections: Header

- ▶ **Header**—includes your name, address, phone number and email address.
- ▶ Format your header so that your name stands out...

Darth Vader

13731 Starship Enterprise Drive

La Jolla, CA 92037

782-792-7711

darth@lightsaber.com

Note: Your e-mail address should be professionally appropriate; using your UCSD address is safest; your voicemail greeting should also set a professional tone.

Resume Sections: Objective

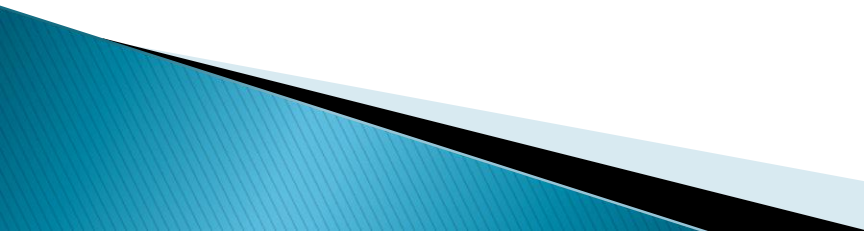
- ▶ **Objective**—a focused statement describing desired position. The rest of the resume should support your objective.
- ▶ **Examples:**
 - Obtain internship as a (title) utilizing skills A, B, & C
 - Secure Position with an (industry) organization, specializing in X.
 - Obtain internship as a (specific internship title from an organization's posting).

Resume Sections: Education

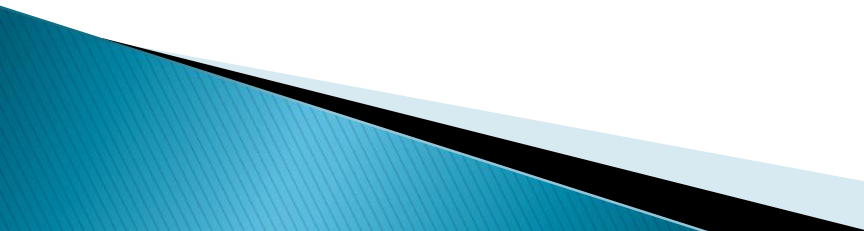
▶ Include:

- Full name of university.
- Degree/Major and minor.
- Anticipated graduation date.
- GPA if over 3.0.
- Collegiate study abroad experiences: Program, University, Location, date, focus of coursework or experience.
- Community college & coursework at other universities if relevant or if degree or certificate was completed.
- Special certifications if applicable.
- Pertinent coursework if desired.
- **Do not** include high school.

Skills and Qualifications

- ▶ This section should provide a quick overview of your strongest & most pertinent skills or qualifications.
 - ▶ Indicate computer competencies, other technical skills, specialized communication skills, interpersonal skills, research skills, lab proficiencies, etc.
 - ▶ Include language and cultural competency skills.
 - ▶ You may use subsections to delineate between different types of skill sets.
 - ▶ This is a good place to incorporate Keywords and Phrases
 - Many companies use applicant tracking software that screens resumes according to keywords including job titles, technical skills, etc.
 - Read the internship description closely for cues on what keywords to use.
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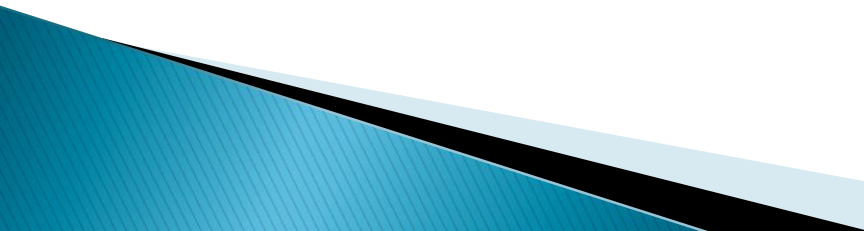
Resume Sections: Experience

- ▶ Include Title, Organization, Responsibilities, Location and Dates.
 - ▶ Use action verbs to convey skills & abilities and infuse energy into your resume. (demonstrated, researched, coordinated)
 - ▶ Demonstrate evidence of your experience by focusing on skills, results and accomplishments.
 - ▶ Use specific numbers and adjectives to quantify and qualify the descriptions of your experiences & add impact.
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Honors, Activities & Affiliations

- ▶ **Include relevant**
 - awards and honors
 - academic/professional affiliations
 - presentations
 - publications
 - leadership roles if not already included in experience.
 - involvement in campus clubs/activities if not already included in experience.
 - community volunteer work if not already included
- ▶ Name this section **appropriately**, based on what you include (i.e. Professional Affiliations, Community Involvement, Leadership Experience, Honors, etc.)

The “Writing” in Resume Writing

- ▶ Keep it short and sweet! **Be concise**, and make every word count.
 - ▶ Customize your resume for each position to which you apply; make sure any required or preferred skills/qualifications stand out & highlight your strengths.
 - ▶ Use a **telegraphic style**, not complete sentences. Eliminate most articles like “the”, “a” and “an”.
 - ▶ **Avoid personal pronouns** like “I”, “me” and “my” to create a perception of objectivity.
 - ▶ Any current positions should be described in present tense. For previous positions, use past tense verbiage.
 - ▶ **Proofread, Proofread, Proofread!**
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Sample Resumes

Ella Q. Rodriguez

3711 Purple Tree Lane #1492, San Diego, CA 12345

(111) 492-2222 erq123@ucsd.edu

Objective: To obtain a spring internship at Supersonic Systems, specializing in electronic circuit design.

Education

University of California, San Diego

B.S. in **Electrical Engineering**, expected June 2020

Emphasis: Communications Theory & Systems and Electronic Circuits & Systems.

GPA 3.37, Provost Honors (3 quarters)

Technical Skills

Computer Skills: C/C++, Java, Assembly Language, VHDL, Verilog

Platforms: Windows XP, Mac OS, Unix/Linux

Software Packages: Matlab, Orcad Capture/PSpice, Cadence, Xilinx ISE, Altera Quartus II, ModelSim

Hardware: Altera FPGA

Relevant Upper-Division Coursework

- Communications Systems Sequence
- Probability and Random Processes
- Basic Digital Signal Processing
- Linear Systems Fundamentals
- Introduction to Linear & Nonlinear Optimization
- Advanced Digital Design Project
- Analog Integrated Circuit Design
- Electronic Circuits and Systems
- Introduction to Active Circuit Design
- Digital Circuits

Experience

Systems Intern, Scorpion Defense Systems 1/09-Present

- Collaborate with team of five engineers to research inter-nodal connectivity capabilities for USMC Command and Control
- Design and implement conceptual architecture for inter-nodal communications using cellular networks

Intern, Teams in Engineering Service Project, UC San Diego 6/08-8/08

- Integrated computer vision technologies with wearable wireless grocery shopping aids for vision-impaired shoppers
- Collaborated with computer vision graduate students to maintain and expand MySQL database
- Developed Python script to parse XML files
- Queried Python objects into MySQL database using SQLAlchemy

Design Manager, Course Project - Mobile 802.11 Robot 3/08-6/08

- **Earned class distinction for finished product: "Best Project Award"**
- Collaborated with team of three to develop mobile robot controlled through IEEE wireless 802.11 protocol
- Constructed and implemented speed control and improved packaging of unit
- Integrated webcam to provide visual feedback at remote terminal
- Improved web interface used for direct interaction between operator and unit

Leadership and Campus Involvement

President, Society of Hispanic Professional Engineers (SHPE) 3/09-Present

Active Member, Society of Women Engineers (SWE) 9/07-Present

Shrek Green

0711 Fiction Road
San Diego, CA 12345
(492) 222-2222 shregk@ucsd.edu

Objective

To obtain an internship in the law field, utilizing communication, analytical and organizational skills

Education

Bachelor of Science, Political Science
Bachelor of Science, Psychology
University of California, San Diego (UCSD)

Expected Graduation Date: June 2012

Related Coursework

- Law and Society
- Supreme Court Constitution
- Power and Justice
- Political Parties

Skills/Qualifications

- Computer literate in Microsoft Word, Excel, e-mail & social media
- Demonstrated experience in leadership through active role/presidency in clubs and organization
- Multitasking through active student involvement at UCSD
- Team working skills through experience on athletic teams
- Proficient in written and conversational French
- Strong oral and written communication skills

Experience

Islands Restaurants

Server/ Hostess

-Greet and seat 50 guests per day to create welcoming and comfortable atmosphere
-Prepare and organize tables quickly and efficiently to enable efficient turn over time
--Communicate with guests to ensure excellent experience
-Provide assistance to coworkers to establish collaborative environment

Food City, CA
May 2007 -Present

Mega Transports

Assistant

-Organized records to create system for easily accessible files
-Maintained clean and organized work space
-Represented executives to clients over phone and documented messages

Enchanted Forest, CA
April 2006-September 2007

St. Nicholas Medical Center

Volunteer

-Entrusted with filing of confidential medical documents
-Guided patients to appropriate departments and connected patients with practitioners
-Managed multi-line phones for doctors & nursing staff

North Pole, CA
June 2006-September 2006

Leadership & Campus Involvement

-Active Member, Phi Alpha Delta-Pre-Law Fraternity
-Team Member, UCSD Track & Field
-President/Choreographer-UCSD Ballroom Dancing Team

September 2010-present
September 2008-present
September 2008-present

The Cover Letter



- ▶ Cover letters and resumes go hand in hand
- ▶ Adds a personal touch to resumes
- ▶ Highlights experiences and skills
- ▶ Explains how the organization will benefit from having you as an intern

Cover Letter Formatting and Layout

▶ Formatting

- Use the header of your resume on your cover letter.
- Be sure the name & title of your contact is spelled correctly.

▶ Layout

- Introductory Paragraph—explains the purpose of your letter
- Middle Paragraph(s)—includes qualifications & reasons for your interest in relation to the position & organization.
- Closing Paragraph—reaffirms your interest in being interviewed, invites the organization to contact you & thanks them for their consideration.

Sample Cover Letter

Dear (Ms./Mr./Dr.) (Last Name):

As a participant in UC San Diego's Academic Internship Program, I am applying for the (title of position) internship at (name of organization). If selected, I am interested in interning during UCSD's (*Fall, Winter, Spring, Summer*) quarter, from _____ through _____ (*dates the quarter begins and ends*).

State your interest in this type of work and how it relates to your academic and career goals. Tell the organization what relevant skills and experience you can offer. Make a connection between your interests/education/qualifications and the organization and/or position to which you are applying. Your paragraph(s) should be four to five sentences long.

I would appreciate the opportunity to meet with you to discuss my qualifications for your internship opportunity. Please contact me at (your phone number & e-mail address). Thank you for your consideration of my resume, and I look forward to hearing from you.

Sincerely,

(Print Your First and Last Name)



Still need help?....



- ▶ For additional assistance with your resume or cover letter:
- ▶ Contact AIP at 858-534-4355 to meet with an AIP Peer Advisor.
- ▶ Visit UC San Diego Career Services:
<http://career.ucsd.edu/>

