

PLEASE BRING 2 COPIES OF YOUR RESUME AND 2 COPIES OF A LIST OF RELEVANT COURSES TO THE APPOINTMENT WITH YOUR AIP COUNSELOR. Your counselor will review the resume with you, and give you additional tips for presenting yourself professionally. (Please refer to attached samples)

CREATING AN EFFECTIVE RESUME FOR AN ACADEMIC INTERNSHIP

The purpose of your resume is to communicate your education, experiences and accomplishments, making a professional first impression that encourages the reader to invite you for an interview. Each situation is different; tailor your resume to each opportunity and update your resume upon completion of your internship!

RESUME GUIDELINES AND TIPS

1. Formatting - A reverse chronological, **one page** resume is usually the most effective. That means using the following order:

- **Header** (your name, address, e-mail address and phone number)
- **Objective** – (optional) Lead off with a brief statement that makes it clear what type of internship you are seeking.
- **Education** – Include university and community college as well as study abroad programs. Include your major and minor, GPA if over 3.0 and expected date of graduation. It is not necessary to include high school.
- **Skills and Qualifications** – Write a brief, bulleted list of industry relevant skills and personal qualities.
- **Experience** – Demonstrate evidence of your experience by focusing on skills, results and accomplishments. In addition to paid employment, this section may include relevant volunteer and leadership experience. **Use action verbs** that put energy into your writing and suggest specific skills. One way to tell if a word is an action verb is that "I" can go in front of it. (Refer to the Transferable Skills sheet for suggestions). **Use interesting adjectives** that qualify your experiences.
- **Honors/Activities/Awards** - List and include details when relevant.

2. Use of Personal Pronouns and Articles - With just one page to present yourself, make each word count. Eliminate all personal pronouns and articles like "the," "a" and "an." Removing the "I," "me" and "my" from your resume not only frees up space, but creates a subliminal perception of objectivity.

3. Irrelevant Information - Irrelevant information keeps the reader from seeing your strengths. Weigh each portion of your experience from the hiring company's perspective to decide what to include and what to emphasize. If you're applying for an engineering position, for example, don't devote a whole paragraph to your job as a camp counselor unless the position has elements that are transferable to the engineering job

4. Proofread, Proofread, Proofread!!! - Misspellings and poor formatting communicate that you have poor writing skills or a lackadaisical attitude. Be consistent and use appropriate verb tense. Proofread your resume carefully.

(SAMPLE)

REZA MAYS

1234 Intern Way
San Diego, CA 92093

Home: (858) 555-1212 / Cell: (408) 555-3434
rezamays@yahoo.com

EDUCATION

Bachelor of Arts, Political Science (expected June 20xx)

Minor: History

University of California, San Diego

UC Education Abroad Program (September, 20xx-June, 20xx)

University of Granada, Spain

Completed coursework in Spanish language and culture

Associate of Arts, History (May 20xx)

San Diego Mesa College

**SKILLS &
QUALIFICATIONS**

- Experience preparing legal documents
- Familiarity with computer programs, including Microsoft Word, Excel and PowerPoint
- Proficient in written and spoken Spanish
- Ability to conduct research effectively and write clearly

EXPERIENCE

Resident Advisor, UCSD Warren Apartments
San Diego, CA (September 20xx to present)

- Plan and implement social activities and programs
- Counsel students and assist with medical emergencies
- Responsible for well-being of 20 residents

Import/Export Intern, Fritz Companies, Inc.
San Diego, CA (January-March 20xx)

- Prepared commercial documents for foreign shipments
- Verified accuracy of export declarations
- Re-organized filing system for shipping records, resulting in more efficient office operations

Sales Assistant, Nordstrom Department Store
San Jose, CA (June-August 20xx)

- Consulted customers at perfume counter and mixed personalized fragrances at a store recognized for superior customer service
- Handled cash transactions and closed out register

**HONORS AND
ACTIVITIES**

- Provost Honors List, Warren College, UCSD
- Secretary, UCSD Associated Students Government (ASUCSD), duties include organizing student government events (September 20xx to June 20xx)
- Volunteer, Meals on Wheels (June-August 20xx)

LIST OF RELEVANT COURSES

Attach a list of at least 3-4 courses relevant to the internships to which you are applying. Include the name of each course and brief descriptions of the courses in your own words. It is not necessary to include course numbers. You may include courses that you are completing right now under "Course Work in Progress", but do not include courses which you have not yet started.

(SAMPLE)

REZA MAYS **Relevant Courses**

COURSE WORK COMPLETED

Introduction to Anthropology. Significant discoveries throughout the old and new worlds

Minorities and Politics. Economics and political problems facing minorities in the United States.

Discreet Mathematics. Mathematical logic and methods of proof; sets and operations of sets; basic probability.

COURSE WORK IN PROGRESS

National Policies in Global Communications. Examination of national policy responses to the transition to a global information economy.