

Jane Smith

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OBJECTIVE A short one to two sentence statement describing your internship aspirations, expectations, and what you have to offer your internship organization.

EDUCATION **University**
Degree, Expected Graduation Date
Minor
Overall Grade Point Average (GPA)

HONORS **Award Title**
List any scholarships or awards you have received since beginning college. Membership in honor societies should also be included.

EXPERIENCE **Company, Job Title** **Dates**
A recent study by National Association of Colleges and Employers (NACE) found the top attributes employers look for in a candidate's resume are leadership, communication, and the ability to work as part of a team. Prioritize these skills when tailoring the "relevant experience" section for your internship.

Leadership
Are you a resident advisor at your university or student coordinator for a local charity? Highlight these positions and your responsibilities in them. Keep in mind each position should be relevant to the internship you are seeking.

Communication
Host organizations want to see ways in which you have demonstrated prowess in key communication competencies. Draw from your experience as a university student. Whether it's a class project or volunteer experience, the scenario should establish you are comfortable facilitating meetings, leading discussions, and presenting on topics.

Collaboration
Here is your chance to showcase how student life has brought out the team player in you! Detail any class projects, assignments, or student activities that prove you know how to partner with classmates to get things done.

ADDITIONAL SKILLS This section should not include soft skills such as personal characteristics rather you should focus in on hard skills such as technology or language defined by your skill level.

REFERENCES **Full Name**
Contact Information
Often a potential employer will request a list of 3-5 people you have worked with as references. References can serve as a final confirmation of your skills, abilities and verification of positive on-the-job performance.