

The **Internship Resume** emphasizes educational experiences and accomplishments. This resume is one page and, at the most, two pages in length. Do not fill a second page with “fluff.” If there is not enough relevant material for at least one-half of a second page, trim the resume to one page.

For most students, the order and content of an Internship Resume are:

- **Objective** – If you include an Objective, include a brief statement written exclusively for a specific company, organization, or agency identifying what internship you are seeking and when: “Seeking the exercise specialist internship with XYZ Fitness Corporation for summer.” A resume for a job/internship fair, however, contains a general statement such as “Seeking a health/fitness internship for summer.” The remainder of the resume must support the objective.
- **Education** – List higher education experience only, not high school, including the degree, major(s), minor(s), school, and expected date of graduation. This section may also include honoraries and other academic honors including scholarships. Grade point average (GPA) is often important to employers considering students seeking internships. A general rule is to include the GPA if it is 3.0 (B average) or higher. If you have transferred a significant number of credits, include the community college or
- **Academic Experience/Course Highlights** - If related academic courses are particularly relevant, provide more details about these courses. Describe two to three upper-level courses that provide hands-on experiences with bullet statements or list only the most upper level, relevant course. Do not list all courses.
- **Certifications** – For some career fields, this is an important category. For certifications, include name of certifying agency, type of certification, date received, and whether it is current.
- **Related Experience** – Be specific and provide details about hands-on experiences, paid or volunteer, related to the internship you are seeking. Quantify whenever possible. For example, if you are applying for an internship in business and you served as a treasurer for a campus organization, a bullet statement may state, “Managed a budget of more than \$5,000.”
- **Additional Experience** – These experiences, not directly related to the objective, should display desirable communication or leadership skills or a strong work ethic. When describing an experience not directly related to the objective, specific job duties are not important. Instead, concentrate on the skills developed such as excellent time management or customer service skills. This section is included only if related experience is limited. *Example: Waitress, Joe’s Restaurant, Pittsburgh, PA May (Dates)*
  - *Worked up to 35 hours per week while maintaining a full academic course load.*
- **Activities, Honors, Memberships, or Research** - These are other possible categories that may be included separately or in other sections of the resume. For example,

**Research** or **Professionally Affiliated Memberships** may be included as a sub-topic in the **Education** section.