



## How to Create a Resume

A resume is a summary of your education, skills, accomplishments, and experience that a potential internship site will use to help gauge whether you are fit for a particular position. Following are some guidelines on how to create a resume to accompany your internship application, and a sample for your reference. It is not necessarily the only approach, but has proven to be the most effective in CAPA's experience with our placement sites.

- **Resume Length:** Your resume should be no longer than one page in length. Include relevant and important accomplishments, but be selective, as this will better allow your accomplishments to stand out. A vigorous, concise resume will be examined more carefully than a long winded one. Graphics are a distraction so avoid using them.
- **Font:** Use a standard font such as Times New Roman or Arial no smaller than 10pt and no larger than 14 pt.
- **Bullet Points:** These make lists easier to read and give your resume a sense of cohesion.
- **Be Positive:** If you achieved something, say so, but don't exaggerate to the point of misrepresentation.
- **Proofread:** Proofread all documentation. It is often helpful to have a second set of eyes review your work; consider visiting the career services center on campus for further advising.
- **Be consistent:** Ensure the layout, punctuation etc. is consistent throughout. For example: if you put a period at the end of a bullet point, ensure you put one at the end of all bullet points.

## Step-by-Step Guide to Creating a Resume

1. Start with your name in **bold** in the center of the page. Use the exact same heading on your cover letter.
2. Place your preferred mailing address, your email address and phone number below your name.
3. For the first heading, list your education including your major and any minors you are currently pursuing. You have the option of including your GPA if you feel that it strengthens your resume, but are not required to list it.
4. List any courses you have taken that are relevant to the internship subject you wish to pursue.
5. List your professional experience in reverse chronological order, listing most recent positions first. Be sure to include the dates of employment.
6. List any leadership positions, clubs, and awards you have received in the appropriate section.
  - a. **IMPORTANT NOTE:** In the UK, affiliation with sororities and fraternities can be viewed negatively. It is also important to know that in the UK, faith is viewed as an intensely private matter. Britons do not reference it in job applications. You may want to take these cultural differences into consideration when writing your resume.
7. List relevant additional skills that highlight your abilities, especially those that relate to your desired internship.

# Suzanne Sanchez

Street  
City, State ZIP

123-456-7890  
ssanchez@university.edu

## Education

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**University**  
**Bachelor of Science in Business Administration**  
**Concentration: International Relations, Minor: Spanish**

**Anticipated Graduation: May 2018**

### Relevant Course Work:

- MKTG270: Digital, Social & E-Commerce Marketing
- FNCE203: Advanced Corporate Finance
- ECON102: Macroeconomic Theory
- ACCT221: Financial Accounting

## Professional Experience

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### University

**September 2017 - Present**

*President, Women in Business Organization*

- Mentor students on campus in the Business Department
- Organize events to connect alumni with current students to promote mentorship
- Recruit members for the organization and plan events to promote our mission
- Collaborate with faculty to provide tutoring to students and relevant workshops

### University

**September 2016 - Present**

*Student Intern, Office of Student Activities*

- Advise students on involvement opportunities on campus and in the local community
- Facilitate events between more than 200 student associations and numerous campus offices
- Manage social media accounts, coordinate, and market campus events
- Campus Center facility management and AV Set Up

### Pie in the Sky Pizzeria

**June 2016-August 2017**

*Hostess*

- Consistently provided engaging and efficient customer service while adapting to client needs
- Effectively multitasked daily responsibilities in a fast-paced setting
- Oversaw implementation of new reservation system
- Trained new employees on expected duties and restaurant logistics

## Leadership and Awards

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- National Society of Collegiate Scholars May 2017-Present
- Community Service Scholarship and Award May 2016

## Additional Skills

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- Spanish (Intermediate)
- Proficient in Adobe Software
- Grant-Writing Experience
- Email Marketing