

Sample Format For Internship Resumes
(Your Resume Should Generally Be One (1) Page)

YOUR NAME

E-MAIL ADDRESS

PHONE NUMBER

OBJECTIVE	To obtain a (state your major) internship
EDUCATION	Marist College, Poughkeepsie, NY Bachelor of Arts/Science, May 2019 AACSB International accredited School of Management (Business majors) Major, Concentration, Minor GPA (List your GPA if it is 3.0 or higher, if it is below 3.0, do not list) (If your major GPA is higher than your cumulative GPA, also include) Marist International Programs, Semester/Year (If you participated in a semester abroad) Name of the College, City, Country
HONORS/AWARDS	Dean's List and any awards or scholarships
RELEVANT COURSEWORK	Course Title Course Title (only courses related to internship field) Course Title Course Title
RELATED EXPERIENCE	Title, Organization, City, State (9/2017- Present) <ul style="list-style-type: none">• Describe your responsibilities• Emphasize how you did your work• When possible, support your claims with evidence Title, Organization, City, State (dates) <ul style="list-style-type: none">• Be specific and precise• Give details that vividly explain your qualifications• Ensure that these details also support your objective
(This can be an internship, class project, summer job or volunteer experience related to your major)	
COMPUTER SKILLS	Microsoft Office: Excel, PowerPoint, Word Adobe: Photoshop
LANGUAGE (S)	List languages that you can speak (outside of English) Fluent: Proficient or working knowledge of a language
EMPLOYMENT	Title , Organization, City, State (dates) Title , Organization, City, State (dates)
ACTIVITIES	Title , College or Community Organization <ul style="list-style-type: none">• Brief description if it supports your objective• If description is not appropriate, simply list titles
PROFESSIONAL AFFILIATIONS	Name of Organization (s) (this can be the student affiliate of a professional organization. e.g. – Society for Human Resource Management – SHRHM)
CERTIFICATIONS	Excel, Bloomberg, Personal Trainer, CPR, DoD, AED, First Aid (if relevant)