

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**

(This can be an internship, class project, summer job or volunteer experience related to your major)

Title, Organization, City, State (9/2017- Present)

- Describe your responsibilities
- Emphasize how you did your work
- When possible, support your claims with evidence

Title, Organization, City, State (dates)

- Be specific and precise
- Give details that vividly explain your qualifications
- Ensure that these details also support your objective

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

- 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 – SHRM)

CERTIFICATIONS

Excel, Bloomberg, Personal Trainer, CPR, DoD, AED, First Aid (if relevant)