

RESUME INSTRUCTIONS, TIPS & SAMPLE

Your resume is your opportunity to highlight the education, skills, and experiences that make you stand out as a top candidate for the program. The resume you submit will be used for the **admissions** and **internship placement** processes. If you are accepted into the program, your resume will be used to match you with potential internship sites and will be reviewed by internship supervisors.

Please note: If you are admitted, your program staff member may want to work with you on resume edits that will best demonstrate your qualifications for potential internship sites.

INSTRUCTIONS AND TIPS

The tips listed below are written with the perspective of almost 50 years of placing students in internships with top Washington, DC organizations. The resume that you submit should follow these guidelines. **A sample resume is available below, but you do not need to follow the exact formatting.**

- ❖ One page typed resume
- ❖ Do not include photos or graphics on your resume

Please include the following:

- Contact Information: Current email address and phone number
- Education
 - List all colleges or universities attended and applicable dates, including expected date of graduation
 - Majors and minors
 - Include GPA if above a 3.5
- Professional Experience
 - Past internship, work or volunteer experience
 - Campus involvement
- Scholarships, awards or induction into honor societies
- Special fields of study or research
- Language Skills
- Computer Skills
- Program Track-Specific Activities
 - Political or office experience
 - foreign language and international experience
 - journalism or PR experience
 - leadership civic engagement

TIPS

- Proofread- make sure that before you submit your resume you have edited for any typos
- Use action verbs and descriptive language
- Avoid first person or narrative format
- Simple fonts with no more than 2-3 font types
- Appropriate email address for professional use
- Order of resume sections:
 1. Education
 2. Professional experience
 3. Other activities
- Be strategic about what you include and their order
- Highlight long-term activities or those in which you have taken a leadership role
- Use your resources- check with your university's career center, mentors, internship or work contacts, academic advisors, professors, friends, or family for helpful hints and proofreading assistance

This is only a sample resume, the exact format does not need to be followed

MOLLY E. MAJOR

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EDUCATION

State University, Calmwater, MO

May 2020

Bachelor of Arts in Political Science, Minor in Economics

SELECTED PROFESSIONAL EXPERIENCE

An Organization You Know

Associate

Summer 2018 - present

- Responsible for supervising two student interns
- Arranged logistics for briefings with various staff members and government officials
- Restructured filing system for office-wide data entry
- Coordinated logistics for up to 120 business events in major cities across the country
- Maintained supporter, client and volunteer national database

Jones for Congress Campaign

December 2017 – May 2018

Intern

- Served as a campaign intern by managing phones, filing mail, and responding to or referring to constituent concerns
- Aided Events/Fundraising Department by conducting research on potential donors

Alternative Spring Break Trip

December 2016 – May 2017

Executive Director

- Supervised 12 student staff members
- Organized programming and budget for week long program
- Facilitated communication among constituents regarding various issues

SELECTED LEADERSHIP EXPERIENCE AND COMMUNITY INVOLVEMENT

National Women's Fraternity Executive

2017 – 2018

Chapter President

- Managed 35 officers in the implementation of chapter policy and event planning
- Assisted over 190 chapter members as a 24 hour emergency contact
- Served as a liaison between Advisory Board, university officials and chapter members
- Authored and supervised the implementation of recruitment plan to increase size of pledge class by 35%

State Daily Newspaper, State University

2018

Assistant Editor

- Responsible for assigning coverage to 15 staff writers
- Editing articles for print and online publication

Great Work Service Group, State University

February 2016 – November 2017

Committee Member

- Designed and coordinated university and community wide service projects raising over \$20,000 for Habitat for Humanity and the Susan G. Komen Breast Cancer Foundation

VOLUNTEERISM

Court Appointed Special Advocates volunteer

Summer 2016

Habitat for Humanity volunteer

June 2015 – March 2016

Relay for Life volunteer

August 2015

HONORS AND AWARDS

Mortar Board Honors Society

Smart Kids Scholarship

Dean's Honor Roll