

RESUME INSTRUCTIONS, TIPS & SAMPLE

Resumes submitted for this application will serve two purposes:

1. **Admission** - It allows the student to market themselves for a spot in the institutes and to highlight applicable skills and experiences
2. **Internship Placement** - If a student is admitted to the program it will be used to match students with potential sites and reviewed by internship supervisors

If you are admitted, institute staff may work with you to align your resume to fit the instructions of potential internship sites.

INSTRUCTIONS

All resumes submitted as part of a LIVE. LEARN. INTERN application should follow these instructions. **A sample resume is available below, though the exact format does not need to be followed.**

- 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
 - Pertinent Experience
 - Past internship, work or volunteer experience
 - Campus involvement
 - Scholarships, awards or induction into honors societies
 - Special fields of study
 - Language Skills
 - Computer Skills
 - Institute Specific Activities
 - ICPEs: political experience
 - IPJ: journalism experience
 - IBGA: political and office experience
 - IPVS: service and non-profit experience

TIPS

- Proofread
- Use action verbs and descriptive language but avoid the 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 strategically selective about what you include and their order
- Highlight long-term activities or those in which you have taken a leadership role

Feel free to use all the resources you have available to you including your university's career services center, mentors, internship or work contacts, academic advisor, professors, friends or family.

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

MOLLY E. MAJOR

555 North East Rd. · Frankenfield, MA 12345 · 222.333.444 · molly.elizabeth.major@gmail.com

EDUCATION

State University, Calmwater, MO

May 2007

Bachelor of Arts in Political Science, Minor in Economics

SELECTED PROFESSIONAL EXPERIENCE

An Organization You Know

Associate

Summer 2006 - 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 2006 – May 2007

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 2004 – May 2006

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

2005 – 2006

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

2005

Assistant Editor

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

Great Work Service Group, State University

February 2004 – November 2005

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 2007

Relay for Life volunteer

August 2006

Habitat for Humanity volunteer

June 2005 – March 2006

HONORS AND AWARDS

Mortar Board Honors Society

Smart Kids Scholarship

Dean's Honor Roll