



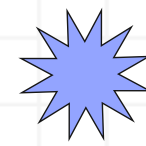
RESUME BUILDING & INTERNSHIPS

How to secure your dream
internship and craft a
perfect resume

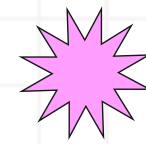




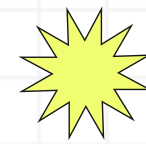
Why Are Resumes So Important?



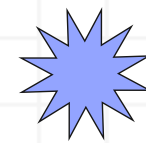
It shows a future employer what you have done in the past



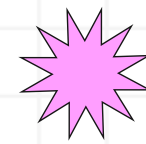
It details your skills and training, work experience, and education, and the accomplishments you have made with past employers.



Resumes help employers make hiring decisions and help you get your first interview. That's why it matters how you structure your resume and what information you decide to include.



Employers use resumes to get a deeper understanding of candidate skills, strengths and experience.



Your resume is your first point of contact with the employer and sets the tone for subsequent steps such as first interview, second interview, pre-screening and on-boarding.

A short but sweet summary illustrating some of your skills, interests, and a synopsis of what you are looking for

Your education: what university you went to, what you're majoring in, some relevant coursework to the internship/job you're applying to, and extracurriculars did at your college

Some of your additional skills that are applicable to the roll

Some additional honors, awards, and honorable mentions

HIGH SCHOOL STUDENT RESUME

Youremail@gmail.com

City, State

Phone

LinkedIn URL, Website

Motivated student (3.6/4.0) who demonstrates strong work ethic and creative ability. Seeking to apply my graphic design skills and artistic drive as a summer intern at your company. Will leverage proven experience as a competent designer to contribute to company goals and needs.

EDUCATION

Santa Monica High School, Santa Monica, CA

Senior

- **GPA:** 3.6 / 4.0
- **Relevant Coursework:** Intro to Graphic Design, AP Art, Yearbook, Computer Applications
- **Honors:** Member of the National Honors Society and National Art Education Association
- **Clubs:** Yearbook Club, Santa Monica Newspaper, Spanish club

MAJOR ACHIEVEMENTS

Yearbook Club

Yearbook Design Team Lead

2015 - Present

- Created a Yearbook logo designed to incorporate school mascot and colors; opted to use coated paper in 2016, which improved photo quality and increased profits by 5%
- Arrange all club photos and pages to correspond to yearbook theme
- Trained and supervised 2 sophomore students in graphic design

Santa Monica Newspaper

Graphic Designer

2015 - Present

- Procured advertising for school paper, saving organization 25% in costs
- Edited and curated photos used for school paper; increasing readership by 15%
- Custom design page layouts to fit articles, photos, and advertisements into strict format
- Contributed to school's online publication by designing page layouts to accommodate mobile screens

ADDITIONAL SKILLS

- Proficient in Photoshop and Adobe Creative Suite
- Basic knowledge of HTML
- Basic knowledge of Adobe Dreamweaver
- Great photographer
- Keen eye for aesthetics with good understanding of image gradients
- Intermediate speaking level in Spanish

AWARDS, HONORS, AND HONORARY MENTIONS

- Nominated for Macmillan Prize for Illustration in 2016
- Submitted artwork to Ocean Awareness Student Art Contest 2016
- Came in 2nd place in the Applied Arts 2016 Student Awards for submitting graphic design work under the category of Advertising

Some external links showcase who you are. LinkedIn is ESSENTIAL, a personal website showcasing your work is great especially for a computer science student

If you're looking for an internship as a college student, it is likely you don't have much experience outside of school. Most people struggle with this section of the resume especially as a beginner.

Here, we see some leadership positions by the applicant, indicating traits like discipline, motivation, and hard working.



PROFILE

Sales Maestro with more than 10 years experience in retail environments. Recognized for my ability to close deals, provide excellent customer service, and generate cold hard cash. Hire me to boost your company and get the job done.

CONTACT

PHONE:
678-555-0103

EMAIL:
TheHamMan@hotmail.com

HOBBIES

Jiu-jitsu
Philosophy



HAM DUGO
HAM DUGO

Sales Associate

EDUCATION

University of Phoenix – Tempe, AZ
Graduated 2008
AS in Business Administration
President of Jiu-jitsu Club

WORK EXPERIENCE

Walmart Sales Associate
2015–Present

- Help like 50 customers per day by answering questions and helping them find products
- Recommended advanced merchandise display techniques to management, which were implemented and resulted in better sales
- Close roughly \$500 in sales every week
- Named "Employee of the Month" 4 separate times

ZARA Sales Associate
2008–2015

- Stocked and organized inventory with accuracy and efficiency
- Personally broke state-wide records for the number of bootcut jeans sold
- On average, sold more than \$1,500 in merchandise each week
- Once convinced a Chechen businessman to buy our entire collection of button up shirts

SKILLS

MS Office	85%
Italian language	15%
Keeping it cool	100%
Sales	100%
Customer service	90%

Charles Foghorn

200 H Street, Washington, D.C.
charlie.foghorn@gmail.com
(203) 451-2216

EXPERIENCE

Reporter at McClatchy Washington Bureau, Washington, D.C.

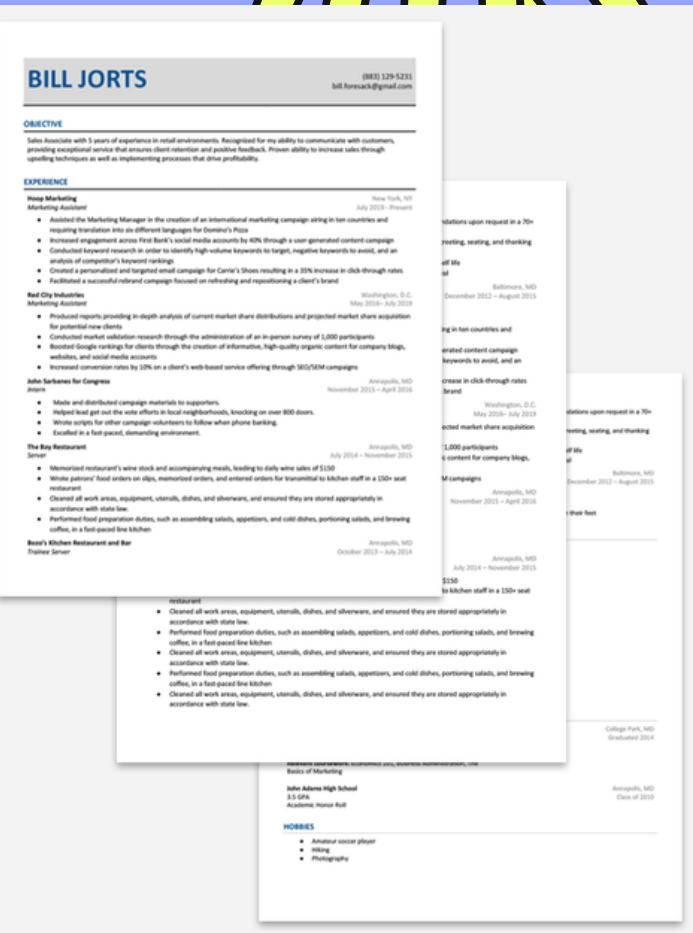
September 2018 - August 2020

- Pitched and wrote weekly stories for McClatchy's national newspapers, the Miami Herald in particular
- Reported on 2018 congressional races, as well as Senate hearings
- Assisted lead editors with short and long-term economic research

Organizer at Orange County Democratic Committee, Orange County, CA

June 2017 - August 2018

- Used NGP VAN to update voter profiles, pull voter registration lists, and track contributions
- Planned and prepped for grassroots events aimed at recruiting new members from more than 100 precincts
- Ran voter registration drives, having received voter registration certification in Virginia



RESUME SUMMARY

College graduate with internship experience. Seeking to leverage acquired academic knowledge and work experience into effectively filling your office clerk position. A dedicated worker aiming to help achieve company goals and take on more responsibility as quickly as possible.

PROFESSIONAL EXPERIENCE

February 2018 – Present | Western Digital Inc., New York, NY

Office Clerk Intern

- Perform document scanning (100+/day) and log them in the company's proprietary computer system for future review by internal departments, as well as the company's international offices
- Typing and distributing confidential letters for senior members daily
- Lead internship team of 8 in developing new inventory filing system
- Respond to more than 15 client emails daily (on average), quickly resolving issues as

(212) 657-8934

rachel.maxwell@gmail.com

linkedin.com/in/rachelmaxwell/

EDUCATION

May 2017

University of California, Berkeley

Berkeley, CA

M.S., Marketing

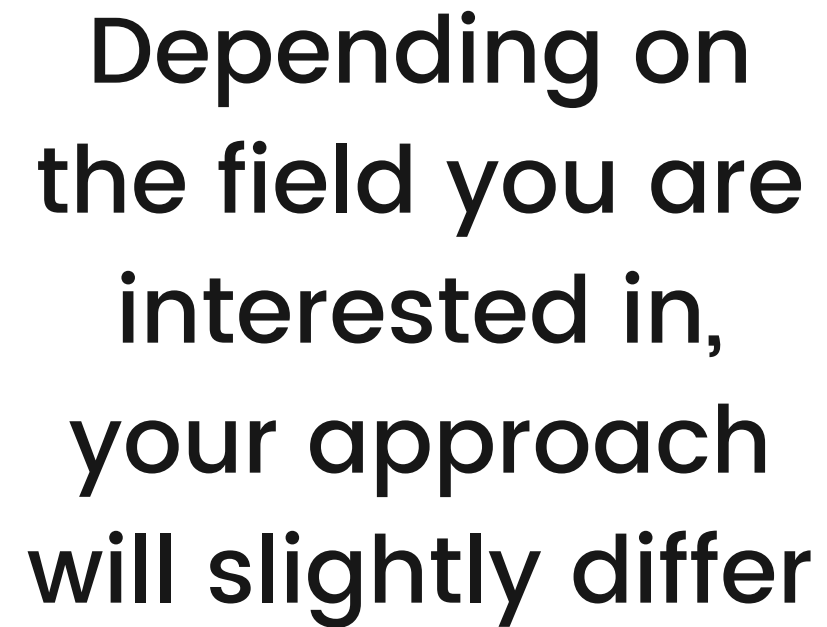
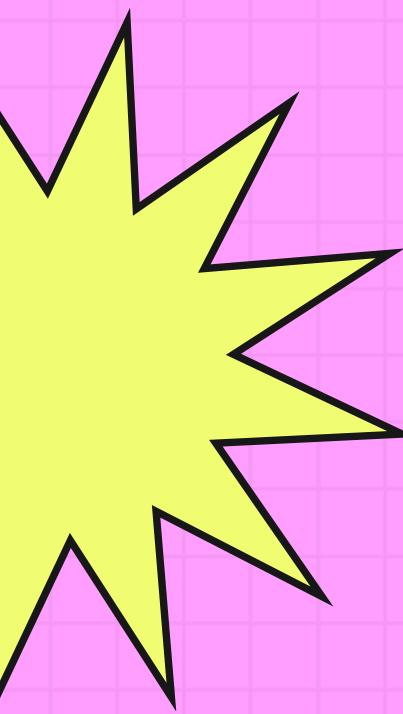
May 2012

University of California, LA

Good Resume Fonts:
Times New Roman,
Georgia Helvetica
Arial Narrow, Calibri,
Cambria



Some Internship/Work Ideas



Depending on
the field you are
interested in,
your approach
will slightly differ



When it comes to Computer Science internships, much of your interview processes are composed of technical exams. Once your resume sparks the interest of a recruiter, you will then be asked to complete a technical interview that assesses your coding abilities. Oftentimes, these exams should take at least two months of preparation, but are administered about a week after your recruiter gives you the thumbs up. This would mean that it is crucial for you to begin preparing before even applying

Some helpful websites to help you study

- Leetcode
- CodeVue
- Youtube



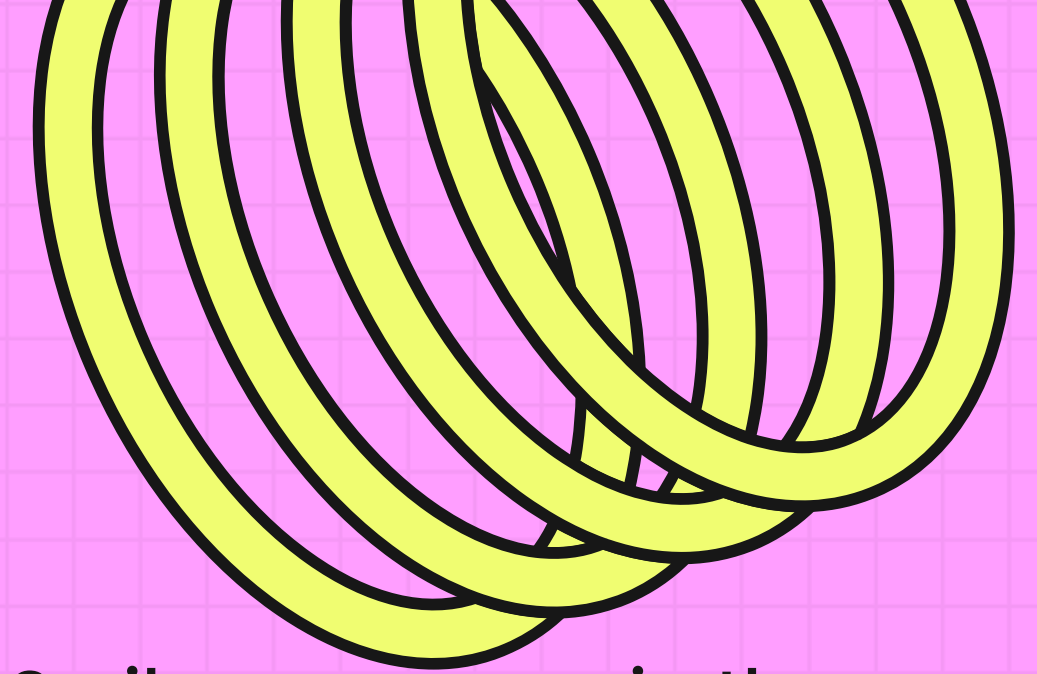
When seeking experience in the medical field, your resume is incredibly important because there is rarely ever a technical process. Your resume should clearly outline why YOU are the best candidate.

Some roles you should consider

- Medical Scribe
- Phlebologist
- EMT
- Medical Assistant
- CRNA
- Medical Office Receptionist
- Shadowing a physician/NP/PA
- Taking on a research project with a professor



Most college students, especially underclassmen, have a difficult time filling out their resume with valuable substance that is applicable to the career they want to get into



ScribeAmerica: ScribeAmerica is the largest international Medical Scribe company in the Healthcare industry

Shadowing: this requires you to reach out to doctors/NPs, PAs individually

Medical Receptionist: this job is often found on resources like LinkedIn and Handshake

Medscape Education: provides you with daily information on important research occurring in the medical industry, alongside job opportunities that become available

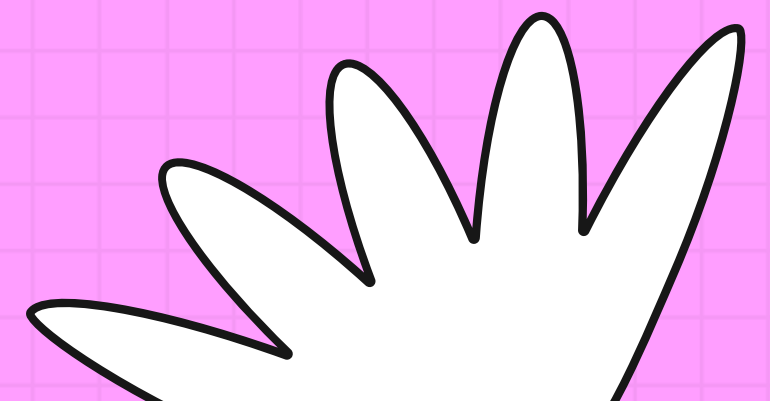
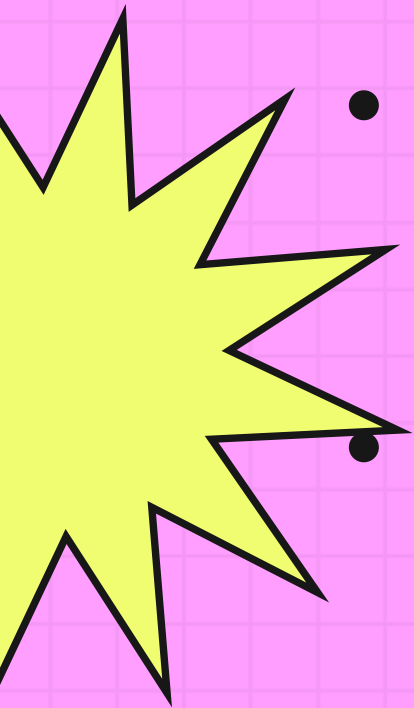
STEM tutor: tutoring your peers on subject areas like chemistry, biology, math, etc are all great options as it reinforces your knowledge, and also displays leadership abilities

TA: becoming a Teaching Assistant is a great way to get hands-on experience on campus while also proving to future employers that you are reliable and educated on the field

Research: A difficult but necessary one, brainstorm some medical topics you are interested in and begin to do research. Once you've come up with a viable thesis with information to back the validity, speak to a professor you trust

When it comes to CS positions such as software engineering, it is vital that you allow your talent to shine through. Some of the best ways do to this can be completely alone

- Build a portfolio website: This is the most standard way of displaying your skill in both words and technique because you are creating a website that displays your past projects and experience
- Working on projects: With so many tutorials online in any coding language you feel comfortable in, you can simply start by copying a YouTube tutorial and uploading it to GitHub. Then, begin to brainstorm your own unique project and go from there
- Leetcode: Easily the best way to practice questions that major companies ask their potential employees



How To Network

Good morning, my name is ____ and I am a ____ at St. John's University studying _____. (Explain how you found out about them), and as someone who is looking to gain knowledge on the field, I would love to schedule a zoom meeting with you and get to know what it is like to be a (doctor, NP, PA).

LinkedIn

The most popular method, LinkedIn is the perfect way to reach out to professionals all around the world and see available jobs first-hand

Email

Emailing a professional you want to get to know is also a great option. It is best accompanied with a zoom call

In Person

The most intimidating but often the most rewarding way, speaking to your general physician, dermatologist, etc can be the best way to get some shadowing experience and information on the field!

LinkedIn

A "professional" social media platform, it is your one stop shop in job browsing while also networking with individuals in the field

Reach out to
alumni

Upload your
resume

Stay active

Search positions
you'd be
interested in

Connect with
people you know
+ those you are
looking to speak
to

Treat your
LinkedIn like your
resume

Resume Building & Internships - Presentation

Anna Yeomans | LinkedIn

Search for jobs, people, posts...

HomeMy NetworkJobsMessagingNotificationsMeWorkReactivate Premium

Anna Yeomans · 1st
Solutions Engineer at CodeSignal | Full-Stack Developer | Former Div 1 Student-Athlete
New York, New York, United States · [Contact info](#)
500+ connections
3 mutual connections: Sung Paik, Faizan Ahmed, and 1 other

Message

More

Highlights

You both studied at St. John's University
You both studied at St. John's University in 2019

Message

About

At CodeSignal we are helping companies #GoBeyondResumes.

CI vs CD Guide
Do you know the difference between the two? Learn more in our guide
[Learn more](#)

M.S. Computer Science
Learn from Vanderbilt faculty. Gain hands-on practice online. No GRE req.
[Learn more](#)

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Anna Yeomans
Solutions Engineer at CodeSignal | Full-Stack Developer | Former Div 1 Student-Athlete

More

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Experience

Solutions Engineer
CodeSignal · Full-time
Dec 2020 – Present · 1 yr 2 mos
New York City Metropolitan Area

Automation and scaling!

Freelance Web Developer
Freelance
Jul 2020 – Dec 2020 · 6 mos
New York City Metropolitan Area

• Developed and deployed 2 full stack websites for clients in three months.
• Maintained a high standard for git history and led tasks assignments in two person te...see more

Teaching Professional and Event Planner
Roosevelt Island Racquet Club · Full-time
Aug 2019 – Mar 2020 · 8 mos
Greater New York City Area

• Teach cardio tennis and player improvement classes to adults and run junior programs.
• Plan, budget, organize and promote special events. ...see more

Cunningham Tennis
Part-time · 2 yrs 8 mos

• **Media Specialist**
May 2017 – Aug 2019 · 2 yrs 4 mos
Greater New York City Area

• Managed and created social media
• Took pictures of players and staff d

• **Teaching Professional**

for 24 hours

Managing Python Projects
9,964 viewers

Business Analytics: Multiple Comparisons in ...
20,385 viewers

Python for Data Science Essential Training Part 2
41,404 viewers

Show more on LinkedIn Learning

Promoted

Syracuse University
Design more efficient product life cycles. Online supply chain master's. >

Scholarships Available
Earn your MBA online in as few as 20 months. No GMAT required to apply >

Volunteering

Midnight Run
St. John's University
Sep 2013 – May 2015 · 1 yr 9 mos
Social Services

Soup Kitchen
St. John's University
Apr 2015 – Present · 6 yrs 10 mos
Social Services

Marketing And Advertising Coordinator
Ronald McDonald House New York
Feb 2016 – May 2016 · 4 mos
Children

Developed marketing and creative strategies to engage families and college students to participate in the RMHC Fun Run at St. John's University, Queens Campus.

See all 10 volunteering

Skills

JavaScript · 18

Passed LinkedIn Skill Assessment

Endorsed by 2 colleagues at St. John's University

Endorse

Messaging

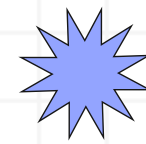
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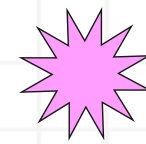
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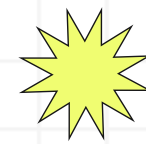
**With all
of that
being
said...**



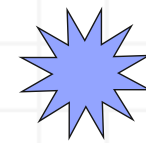
Your resume is meant to serve as a way to market yourself. Why should you be chosen for this position as opposed to someone else?



Stay involved with the field you are trying to break into.



Networking is essential! Get to know those who know more than you and get ready to learn



Get comfortable with asking questions—you're just starting!

