


# EFFECTIVE RESUMES FOR ACADEMIC INTERNSHIPS




GET STARTED NOW!

# PURPOSE OF YOUR RESUME

- ▶ To communicate your education, experiences & accomplishments, providing a snapshot of you!
  - ▶ To make a professional first impression that encourages the reader to invite you for an interview.
  - ▶ Each situation is different; tailor your resume to each opportunity!
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# Expectations


- ▶ When you apply to an internship, organizations are looking for the following:
    - Relevant Information.
    - Truthful Information.
    - A reader–friendly resume that is easy to follow.
    - Flowing content with consistent formatting.
    - No errors; this is one instance where perfection is the goal.
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# Pre-writing Resume Checklist

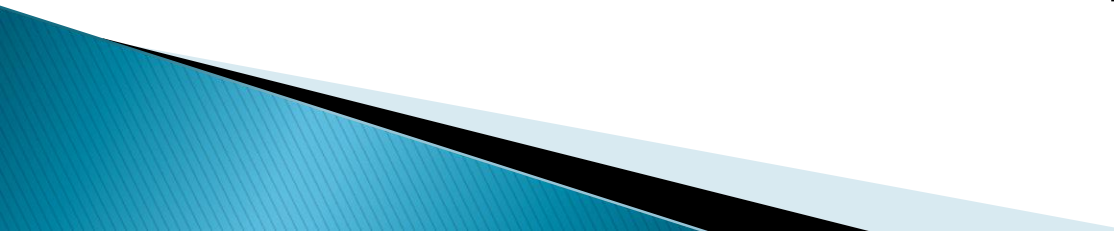


- ▶ Have current internship descriptions in front of you.
- ▶ As a starting point, create lists & outlines of:
  - Work experiences
  - Internship experiences
  - Volunteer experiences
  - Academic Experiences/Class Projects
  - Leadership/Extracurricular Activities
  - Skills
  - Accomplishments/Honors
- ▶ Select relevant information.

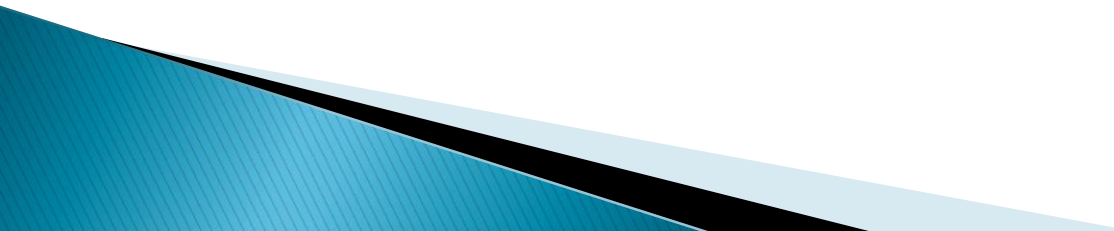
# Formatting

- ▶ 1 page in length if feasible; don't exceed 2 pages.
  - ▶ Margins are no less than 0.5 inches on all sides.
  - ▶ Balance use of blank space & margins.
  - ▶ Professional fonts include Times & Bookman.
  - ▶ General content should be in 10–12 pt. font.
  - ▶ Headers should be in 10–14 pt. font.
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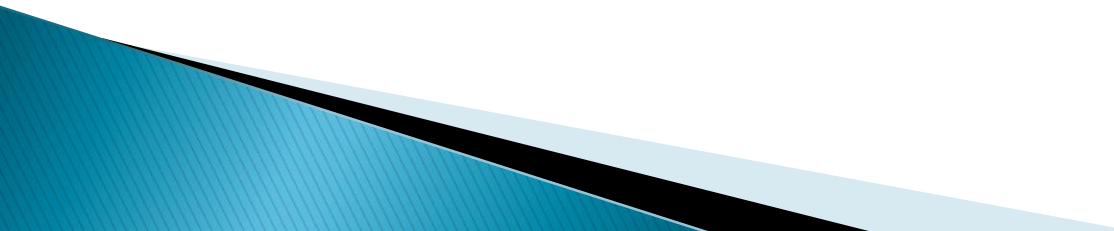
# Organizing Your Resume: Chronological

- ▶ Presents a summary of information in reverse chronological order.
  - ▶ Under each category, list the most recent experiences/information first & work backwards.
  - ▶ Avoid or minimize irrelevant information. Weigh each portion of your experience from the organization's perspective to decide what to include and what to emphasize.
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# Organizing Your Resume: Functional

- ▶ Highlights major areas of accomplishments & strengths in an order that best supports your objectives.
  - ▶ Organization is driven by abilities versus job titles or time sequences.
  - ▶ Note: As an intern or entry-level professional, the chronological vs. functional approach is generally the easiest and most appropriate.
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# Dividing Your Resume Into Sections

- ▶ Resume information should be divided into clearly labeled sections.
  - ▶ What to include:
    - Header
    - Objective (optional)
    - Education
    - Skills & Qualifications
    - Experience
    - Honors, Activities and Affiliations
- 



# Resume Sections: Header

- ▶ **Header**—includes your name, address, phone number and email address.
- ▶ Format your header so that your name stands out...

**Darth Vader**

13731 Starship Enterprise Drive

La Jolla, CA 92037

782-792-7711

[darth@lightsaber.com](mailto:darth@lightsaber.com)

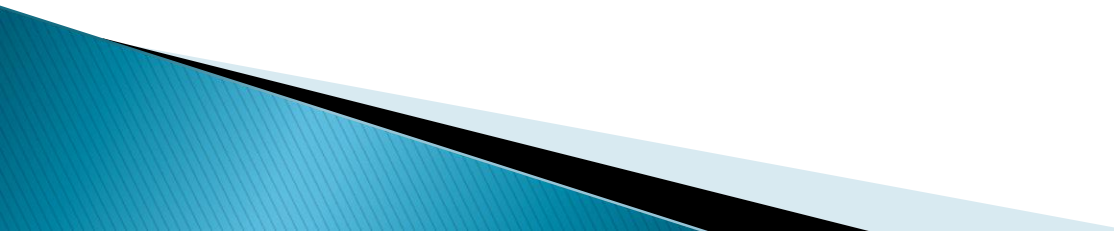
Note: Your e-mail address should be professionally appropriate; using your UCSD address is safest; your voicemail greeting should also set a professional tone.

# Resume Sections: Objective

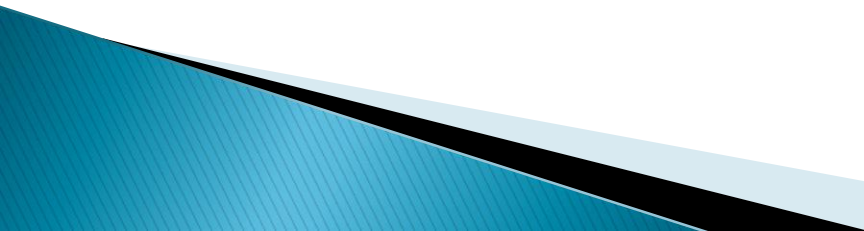
- ▶ **Objective**—a focused statement describing desired position. The rest of the resume should support your objective.
- ▶ **Examples:**
  - Obtain internship as a (title) utilizing skills A, B, & C
  - Secure Position with an (industry) organization, specializing in X.
  - Obtain internship as a (specific internship title from an organization's posting).

# Resume Sections: Education

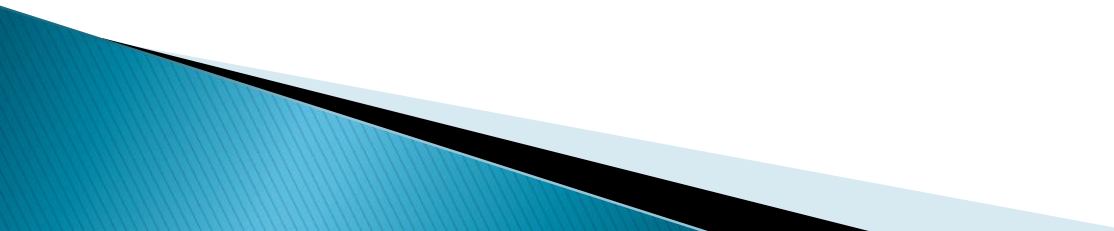
## ▶ Include:

- Full name of university.
  - Degree/Major and minor.
  - Anticipated graduation date.
  - GPA if over 3.0.
  - Collegiate study abroad experiences: Program, University, Location, date, focus of coursework or experience.
  - Community college & coursework at other universities if relevant or if degree or certificate was completed.
  - Special certifications if applicable.
  - Pertinent coursework if desired.
  - **Do not** include high school.
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# Skills and Qualifications

- ▶ This section should provide a quick overview of your strongest & most pertinent skills or qualifications.
  - ▶ Indicate computer competencies, other technical skills, specialized communication skills, interpersonal skills, research skills, lab proficiencies, etc.
  - ▶ Include language and cultural competency skills.
  - ▶ You may use subsections to delineate between different types of skill sets.
  - ▶ This is a good place to incorporate Keywords and Phrases
    - Many companies use applicant tracking software that screens resumes according to keywords including job titles, technical skills, etc.
    - Read the internship description closely for cues on what keywords to use.
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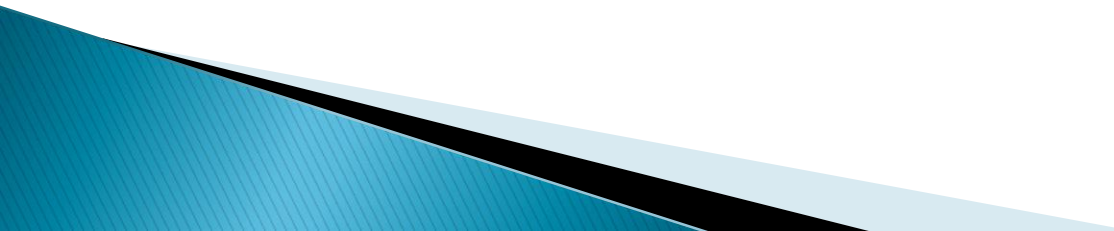
# Resume Sections: Experience

- ▶ Include Title, Organization, Responsibilities, Location and Dates.
  - ▶ Use action verbs to convey skills & abilities and infuse energy into your resume. (demonstrated, researched, coordinated)
  - ▶ Demonstrate evidence of your experience by focusing on skills, results and accomplishments.
  - ▶ Use specific numbers and adjectives to quantify and qualify the descriptions of your experiences & add impact.
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# Honors, Activities & Affiliations

- ▶ Include **relevant**
  - awards and honors
  - academic/professional affiliations
  - presentations
  - publications
  - leadership roles if not already included in experience.
  - involvement in campus clubs/activities if not already included in experience.
  - community volunteer work if not already included
- ▶ Name this section **appropriately**, based on what you include (i.e. Professional Affiliations, Community Involvement, Leadership Experience, Honors, etc.)

# The “Writing” in Resume Writing

- ▶ Keep it short and sweet! **Be concise**, and make every word count.
  - ▶ Customize your resume for each position to which you apply; make sure any required or preferred skills/qualifications stand out & highlight your strengths.
  - ▶ Use a **telegraphic style**, not complete sentences. Eliminate most articles like “the”, “a” and “an”.
  - ▶ **Avoid personal pronouns** like “I”, “me” and “my” to create a perception of objectivity.
  - ▶ Any current positions should be described in present tense. For previous positions, use past tense verbiage.
  - ▶ **Proofread, Proofread, Proofread!**
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# Sample Resumes



# Ella Q. Rodriguez

3711 Purple Tree Lane #1492, San Diego, CA 12345

(111) 492-2222 [erq123@ucsd.edu](mailto:erq123@ucsd.edu)

Objective: To obtain a spring internship at Supersonic Systems, specializing in electronic circuit design.

## Education

### University of California, San Diego

B.S. in **Electrical Engineering**, expected June 2020

Emphasis: Communications Theory & Systems and Electronic Circuits & Systems.

GPA 3.37, Provost Honors (3 quarters)

## Technical Skills

**Computer Skills:** C/C++, Java, Assembly Language, VHDL, Verilog

**Platforms:** Windows XP, Mac OS, Unix/Linux

**Software Packages:** Matlab, Orcad Capture/PSpice, Cadence, Xilinx ISE, Altera Quartus II, ModelSim

**Hardware:** Altera FPGA

## Relevant Upper-Division Coursework

- |   |   |
|---|---|
| • Communications Systems Sequence                 | • Advanced Digital Design Project       |
| • Probability and Random Processes                | • Analog Integrated Circuit Design      |
| • Basic Digital Signal Processing                 | • Electronic Circuits and Systems       |
| • Linear Systems Fundamentals                     | • Introduction to Active Circuit Design |
| • Introduction to Linear & Nonlinear Optimization | • Digital Circuits                      |

## Experience

### Systems Intern, Scorpion Defense Systems 1/09-Present

- Collaborate with team of five engineers to research inter-nodal connectivity capabilities for USMC Command and Control
- Design and implement conceptual architecture for inter-nodal communications using cellular networks

### Intern, Teams in Engineering Service Project, UC San Diego 6/08-8/08

- Integrated computer vision technologies with wearable wireless grocery shopping aids for vision-impaired shoppers
- Collaborated with computer vision graduate students to maintain and expand MySQL database
- Developed Python script to parse XML files
- Queried Python objects into MySQL database using SQLAlchemy

### Design Manager, Course Project - Mobile 802.11 Robot 3/08-6/08

- **Earned class distinction for finished product: "Best Project Award"**
- Collaborated with team of three to develop mobile robot controlled through IEEE wireless 802.11 protocol
- Constructed and implemented speed control and improved packaging of unit
- Integrated webcam to provide visual feedback at remote terminal
- Improved web interface used for direct interaction between operator and unit

## Leadership and Campus Involvement

**President**, Society of Hispanic Professional Engineers (SHPE) 3/09-Present

**Active Member**, Society of Women Engineers (SWE) 9/07-Present

## Shrek Green

0711 Fiction Road  
San Diego, CA 12345  
(492) 222-2222 shrekg@ucsd.edu

### Objective

To obtain an internship in the law field, utilizing communication, analytical and organizational skills

### Education

Bachelor of Science, Political Science  
Bachelor of Science, Psychology  
University of California, San Diego (UCSD)

Expected Graduation Date: June 2012

### Related Coursework

- Law and Society
- Supreme Court Constitution
- Power and Justice
- Political Parties

### Skills/Qualifications

- Computer literate in Microsoft Word, Excel, e-mail & social media
- Demonstrated experience in leadership through active role/presidency in clubs and organization
- Multitasking through active student involvement at UCSD
- Team working skills through experience on athletic teams
- Proficient in written and conversational French
- Strong oral and written communication skills

### Experience

#### **Islands Restaurants**

*Server/ Hostess*

Food City, CA  
May 2007 -Present

- Greet and seat 50 guests per day to create welcoming and comfortable atmosphere
- Prepare and organize tables quickly and efficiently to enable efficient turn over time
- Communicate with guests to ensure excellent experience
- Provide assistance to coworkers to establish collaborative environment

#### **Mega Transports**

*Assistant*

Enchanted Forest, CA  
April 2006-September 2007

- Organized records to create system for easily accessible files
- Maintained clean and organized work space
- Represented executives to clients over phone and documented messages

#### **St. Nicholas Medical Center**

*Volunteer*

North Pole , CA  
June 2006-September 2006

- Entrusted with filing of confidential medical documents
- Guided patients to appropriate departments and connected patients with practitioners
- Managed multi-line phones for doctors & nursing staff

### Leadership & Campus Involvement

- Active Member, Phi Alpha Delta-Pre-Law Fraternity
  - Team Member, UCSD Track & Field
  - President/Choreographer-UCSD Ballroom Dancing Team
- September 2010-present  
September 2008-present  
September 2008-present

# The Cover Letter



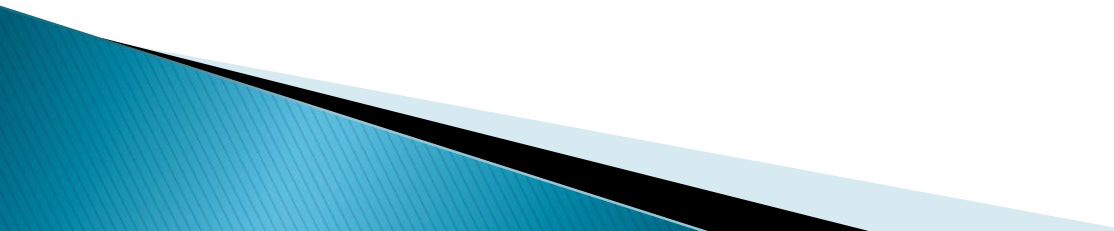
- ▶ Cover letters and resumes go hand in hand
- ▶ Adds a personal touch to resumes
- ▶ Highlights experiences and skills
- ▶ Explains how the organization will benefit from having you as an intern

# Cover Letter Formatting and Layout

## ▶ Formatting

- Use the header of your resume on your cover letter.
- Be sure the name & title of your contact is spelled correctly.

## ▶ Layout

- Introductory Paragraph–explains the purpose of your letter
  - Middle Paragraph(s)–includes qualifications & reasons for your interest in relation to the position & organization.
  - Closing Paragraph–reaffirms your interest in being interviewed, invites the organization to contact you & thanks them for their consideration.
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# Sample Cover Letter

Dear (Ms./Mr./Dr.) (Last Name):

As a participant in UC San Diego's Academic Internship Program, I am applying for the (title of position) internship at (name of organization). If selected, I am interested in interning during UCSD's (*Fall, Winter, Spring, Summer*) quarter, from \_\_\_\_\_ through \_\_\_\_\_ (*dates the quarter begins and ends*).

*State your interest in this type of work and how it relates to your academic and career goals. Tell the organization what relevant skills and experience you can offer. Make a connection between your interests/education/qualifications and the organization and/or position to which you are applying. Your paragraph(s) should be four to five sentences long.*

I would appreciate the opportunity to meet with you to discuss my qualifications for your internship opportunity. Please contact me at (your phone number & e-mail address). Thank you for your consideration of my resume, and I look forward to hearing from you.

Sincerely,

(Print Your First and Last Name)



# Still need help?....



- ▶ For additional assistance with your resume or cover letter:
- ▶ Contact AIP at 858-534-4355 to meet with an AIP Peer Advisor.
- ▶ Visit UC San Diego Career Services:  
<http://career.ucsd.edu/>

