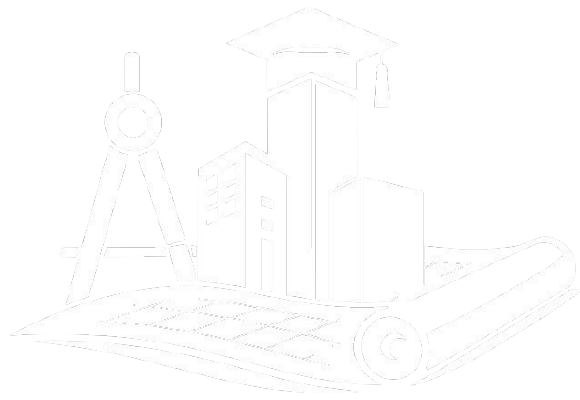




INTERNSHIP
ARCHITECTS



INTERNSHIP ARCHITECTS

Every great future
begins with a **blueprint.**



Student Blueprint:

Telling Your Story
Resumes: Drafting

Resumes



QUESTIONS

Did you ever wonder or ask:

What is a resume?

Why do I need a resume?

What do I put on a resume?



Resumes



RESUME Q & A

The answers are:

Q: What is a resume?

A: A resume is a professional, factual document that provides information about you. It allows the employer to get to know you to determine whether or not they want to interview or hire you.

Q: Why do I need a resume?

A: Employers will expect you to have a resume. It is a document applicants submit to be considered for an internship or job.

Resumes



The answers are:

Q: What do I put on a resume?

A: Factual information about yourself including information about who you are, how to contact you, education and degrees, work experience, and any other important information about you. You also include information about your competencies and skills.



Resumes



WRITING A RESUME

Writing a resume takes time, energy and focus on details.

Like any solid, written work it will take you several drafts.

It's actually never “done” as it will need to be updated with new experiences and tailored to specific audiences.



Resumes



HOW DO I EVEN START?

There are several steps to writing a resume. Let's get started.

Step 1: Gather information

Step 2: Open a blank document

Step 3: Draft your resume

Step 4: Work on each section of your resume

Steps 1-4 will be
covered in this course

Step 5: Review, edit and update your resume

Step 6: Continue onto the other Internship Architects' resumes courses to improve your resume formatting and content

.....

Resumes



STEP 1 GATHER INFORMATION

It's much easier to draft your resume if you have background information already gathered.

Start thinking about the experiences you have had jobs, activities, class projects, etc.

Ask parents or friends to help you think of all the things you've done.

Resumes



STEP 1 GATHER INFORMATION

- Collect basic information about your
 - *Education*: Names of schools, locations, degrees, date degrees earned
 - *Work Experiences*: Titles, employer names, locations, date ranges
 - *Co-curricular Activities*: clubs, sports, activities, volunteer work: Positions, organization names, locations, date ranges
 - *Class Projects*: Any significant projects completed (research, group projects, thesis, etc.)
 - *Skills*: Foreign language, computer, laboratory skills

Resumes



STEP 1 GATHER INFORMATION ACTIVITY

Complete the Resume Information Gathering Activity which will help you gather all the information you need to write your resume.

Take your time and list all of your experiences. This will save you time when you write your resume.

Remember all information on your resume has to be accurate, so look up dates if necessary!

Resumes



STEP 1 GATHER INFORMATION ACTIVITY

Do you have all the information you need to write your resume? Do you feel you have a lot or a little to put on your resume? There are strategies for both.

With this information gathered, it's time to start writing!

Move on to step 2.



Resumes



STEP 2 OPEN A BLANK DOCUMENT

- You'll need a computer and a document writing platform such as Microsoft Word, Google Docs, or other
 - Open a **blank** document
 - **DO NOT** use any preformatted templates



Resumes



STEP 2 OPEN A BLANK DOCUMENT

- You'll need a computer and a document writing platform such as Microsoft Word, Google Docs, or other
 - Don't use columns, headers or footers
 - Start with equal 1" margins on all sides
 - No pictures, icons, etc.



Resumes



STEP 2 OPEN A BLANK DOCUMENT

- Save the document with your name and resume
 - AnitaJob_Resume
- Do NOT ask AI to write you a resume



Resumes

STEP 3 DRAFT YOUR RESUME

Resume writing tips:

- Most important information goes at the top of your resume
- Most important information goes on the left side
- Divide your resume into sections with clear, accurate section headings



Resumes

STEP 3 DRAFT YOUR RESUME

Resume writing tips:

- Use a professional font such as Times New Roman, Calibri, Arial, Aptos
- Use only black font
- Refer to the Resume Information Gathering Activity

Anita Job
Albany, NY
anitajob@gmail.com
518-555-0001

EDUCATION

Gotcha University, Fakeville, NY
Bachelor of Arts in Political Science and Bachelor of Science in Marketing May 2027
G.P.A: 2.85

George Washington High School, Washington, NY
High School Diploma, June 2024

EXPERIENCE

Tourguide, **Gotcha University**, Fakeville, NY February 2025 - Present

- Provide large group tours of college buildings to prospective students and their families
- Answer questions honestly but positively to provide an accurate description Provide information regarding the college and the college experience

Sales Associate, **Apple Store**, Albany, NY May 2024 - Present

- Exceed sales goals monthly earning monetary rewards for effort
- Learn about each new product and its features in order to provide accurate information
- Listen attentively to questions to offer technological support to a diverse clientele
- Assess the store constantly and pivot to different roles as needed

Office Assistant, **Smith Insurance Company**, Schenectady, NY June 2023- August 2024

- Communicated with customers to schedule appointments in an efficient manner
- Utilized *InsuraneNow* software platform to organize digital files, enter data and record notes for any client interactions
- Collaborated with other team members daily to resolve customer issues, ensure front desk and phone coverage and ready the office for guests

SKILLS

- Adept with: Microsoft Excel, PowerPoint, and Outlook and Google Applications
- Novice with: SPSS, InsuranceNow, Slate
- Intermediate: French language speaker

ACTIVITIES

Executive Board Member, **Student Events Board**, Gotcha University, Sept 2025 - Present
Player, **Club Baseball**, Gotcha University Sept 2025 - May 2023

Anita Job
Albany, NY
anitajob@gmail.com
518-555-0001

EDUCATION

Gotcha University, Fakeville, NY
Bachelor of Arts in Political Science and Bachelor of Science in Marketing, May 2027
G.P.A: 3.85

George Washington High School, Washington, NY
High School Diploma, June 2024

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ACTIVITIES

*Executive Board Member, **Student Events Board**, Gotcha University,* Sept 2025 - Present
*Player, **Club Baseball**, Gotcha University* Sept 2025 - May 2023

Resumes



COURSE

The rest of this course is meant to be a workshop. You will be writing a draft of your resume as you proceed through the course. The course will focus on one section of the resume at a time.

Process:

- Watch the video for that section
 - Pause the video and draft that section of your resume
 - Return to the video
 - Repeat the process
 - At the conclusion, you will have a full draft of your resume
-



Resumes



STEP 4 WORK ON EACH SECTION

CONTACT INFORMATION

- This is THE MOST important information on a resume
- This content must be located at the top of the document
- Centered
- Formatted as you like

Don't Include:

- Private information-anything that can steal your identity



Resumes



STEP 4 WORK ON EACH SECTION

CONTACT INFORMATION

Include:

- Full, legal name
- Phone number
- Professional email address

Your name

Your Email

Your Phone #

NAME HERE

123-456-7890 | xyz@berkeley.edu | <https://www.linkedin.com/in/customlinkedinURL>

Desmond Hennepin

km23devi@siena.edu (845)-826-6544

Resumes



STEP 4 WORK ON EACH SECTION

CONTACT INFORMATION

Optional to Include:

- City, State
- LinkedIn Profile URL
- Link to a personal website, e-portfolio, GitHub, etc.

Jody Ryan Marcelle

Albany, NY

dj02jack@siena.edu 832-233-5038

John Dickinson

123-456-7890 john@dickinson.edu
www.linkedin.com/johndickinson

Anita Job

Albany, NY

anitajob@gmail.com
518-555-0001

Resumes



STEP 4 WORK ON EACH SECTION



STOP AND DRAFT THE CONTACT INFORMATION SECTION

Resumes



STEP 4 WORK ON EACH SECTION

EDUCATION INFORMATION

- First section of the resume (for students)
- List of schools where degrees were obtained or will be obtained

Don't Include:

- Institutions you transferred from
- Date range for attendance

Refer to the Resume
Information Gathering
Activity



Resumes

STEP 4 WORK ON EACH SECTION

EDUCATION

Include:

- School Name
- City and State
- Degree
- (Majors, minors, etc.)
- Date degree earned

EDUCATION

College Name, City, State

Degree (BA or BS) in (Major), Expected Month, Year

High School Name, City, State

Diploma (Regents, etc.), Month, Year

EDUCATION

Gotcha University, Fakeville, NY

Bachelor of Arts in Political Science and Bachelor of Science in Marketing Expected May 2027

G.P.A: 3.85

George Washington High School, Washington, NY

High School Diploma

June 2024

Resumes



STEP 4 WORK ON EACH SECTION

EDUCATION

Optional to Include:

- GPA
- Honors/Awards
- Relevant classes
- Study abroad
- High school (if you are a college student)

██████████ University, ██████████
Bachelor of Arts in Communications/Digital Marketing
Cumulative GPA: 3.53
Dean's List (Fall 2022 and Spring 2023)

Expected Graduation: May 2025

University ██████████, Ireland, Semester Abroad

September 2023 - December 2023

██████████
B.S., Chemistry

Anticipated Graduation, May 2020
G.P.A.: 3.5

Related Coursework

General Chemistry I & II with Labs
Thermodynamics & Kinetics
Fundamentals of Business

Organic Chemistry I & II with Labs
Quantum Chemistry & Spectroscopy
Introduction to Marketing

Resumes



STEP 4 WORK ON EACH SECTION



Refer to the Resume
Information Gathering
Activity

STOP AND DRAFT THE EDUCATION SECTION

Resumes



STEP 4 WORK ON EACH SECTION

WORK EXPERIENCE

Refer to the Resume
Information Gathering
Activity

- Can have a different title (i.e. Relevant Experience, Experience, Internships)
- Usually after education section, but resumes written in order of importance so your judgement call
- Include all jobs in 4-5 year timeframe

Don't Include:

- Information which doesn't fit under title. For example, list a volunteer activity under a WORK EXPERIENCE title.
-

Resumes



STEP 4 WORK ON EACH SECTION

WORK EXPERIENCE

Include:

- Job Title
- Company Name
- City, State
- Date range (month year-month year)
- Bullets about experience

(Position Title)	(Name of Company)	(City)	(State)	(Month/Year)	(Month/Year)
(Action Verb)	(Specific Details)	(Task)			
(Action Verb)	(Specific Details)	(Task)			
(Action Verb)	(Specific Details)	(Task)			

EXPERIENCE

Tourguide, Gotcha University, Fakeville, NY

February 2025 - Present

- Provide large group tours of college buildings to prospective students and their families
- Answer questions honestly but positively to provide an accurate description Provide information regarding the college and the college experience

Resumes



STEP 4 WORK ON EACH SECTION

WORK EXPERIENCE

WORK EXPERIENCE

Office Associate, [REDACTED] University Academic Affairs, [REDACTED] January 2024 to Present

- Learn to utilize Excel and create and update records for payroll and billing
- Maintain and organize employee and student files
- Contribute to event support and management
- Manage time and prioritize various special projects and clerical tasks assigned by associates

Intern, Oakmont Capital Management LLC, Pittsburgh, PA May-August, 2018

- Prepared client-specific analyses used in firm's decision-making process; updated client portfolio allocations.
 - Researched cost basis legislation, fixed income and equity benchmark composition, fund analysis, REITs, and quarterly reporting for clients via Bloomberg, Morningstar, and other financial news sources.
 - Utilized Excel to analyze and update client portfolios.
-

Resumes



STEP 4 WORK ON EACH SECTION

WORK EXPERIENCE

Bullet Points:

- 2-4 bullet points
- Start with action verbs
- Interesting content

*Sales Associate, **Apple Store**, Albany, NY*

May 2024 - Present

- Exceed sales goals monthly earning monetary rewards for effort
- Learn about each new product and its features in order to provide accurate information
- Listen attentively to questions to offer technological support to a diverse clientele
- Assess the store constantly and pivot to different roles as needed

See Internship Architects Resumes: Bullet Writing course for more on writing bullets

Resumes



STEP 4 WORK ON EACH SECTION



Refer to the Resume
Information Gathering
Activity

STOP AND DRAFT THE WORK EXPERIENCE SECTION

Resumes



STEP 4 WORK ON EACH SECTION

CO-CURRICULAR ACTIVITIES

Refer to the Resume
Information Gathering
Activity

- Can have a different title (i.e. Athletics, Campus Involvement, Activities, Leadership)
- Keep ALL formatting consistent, even between sections

Don't Include:

- Activities that are more than 4 years old (high school activities if a college junior/senior/grad)
 - Activities that you marginally participated
-

Resumes

CAMPUS AND COMMUNITY INVOLVEMENT (in reverse chronological order – most recent first)

(Position Title)	(Name of Organization)	(City)	(State)	(Month/Year)	(Month/Year)
•					
(Action Verb)	(Specific Details)	(Task)			
•					
(Action Verb)	(Specific Details)	(Task)			
•					

STEP 4 WORK ON EACH SECTION

CO-CURRICULAR ACTIVITIES

Include:

- Position/Title
- Company/Organization Name
- Location
- Date range (month year-month year)

ACTIVITIES

*Executive Board Member, **Student Events Board**, Gotcha University*
*Player, **Club Baseball**, Gotcha University*

Sept 2025 - Present
Sept 2025 - May 2023

Resident Advisor, [REDACTED] August 2017-May 2018

- Served as a liaison between Student Life office and residence hall floor of 38 residents.
- Ensured emotional well-being of residents by facilitating conflict resolution between roommates and residence hall neighbors, and advising on social, personal and academic issues.
- Fostered community within the residence hall by organizing events for residents.

Resumes



STEP 4 WORK ON EACH SECTION

CO-CURRICULAR ACTIVITIES

Optional to Include:

- Bullets describing experiences
- Certain Activities (think about your audience and your profile)

INVOLVEMENT

Big Brother, *Big Brothers, Big Sisters of Central PA* (September 2016-Present)

Carlisle, PA

DJ, [REDACTED] *College WDCV Radio* (January 2018-Present)

Carlisle, PA

Eagle Scout, *Boy Scouts of America* (2014)

Mishawaka, IN

INTERCOLLEGIATE ATHLETICS

Player, [REDACTED] Division 1 NCAA Women's Basketball, 2018–present

Team Captain, August 2019–present

- Organize and facilitate team meetings, gear distribution, and practice schedule for a 15-person team
- Communicate with teammates using codes during games to call plays
- Inspired and mentored younger athletes to apply time management skills

Resumes



STEP 4 WORK ON EACH SECTION



Refer to the Resume
Information Gathering
Activity

STOP AND DRAFT THE ACTIVITIES SECTION

Resumes



STEP 4 WORK ON EACH SECTION

CLASS PROJECTS/RESEARCH

- Can have a different header title (i.e. Research)
- Keep ALL formatting consistent even between sections
- Any substantial project, research paper, presentation, group project, case study, academic competition, article publication

Refer to the Resume
Information Gathering
Activity

Don't Include:

- Too many projects, only major assignments
 - Information about the topic, make the content about you
-

Resumes



STEP 4 WORK ON EACH SECTION

CLASS PROJECTS/RESEARCH

Include:

- Role/Title
- Project Name
- Class Name
- Location/School
- Date range (month year-month year)

Independent Researcher, [redacted] University, [redacted]

Subtractive Manufacturing

Sep 2022 - Present

- Assess the current state of a Othermill Pro CNC and PCB milling machine, address repairs and develop literature of proper usage.
- Implement the BantamTools software to use the machine.
- Manufacture equipment for a wide variety of projects and processes.

Peer-Reviewed Journal Article (December 2017)

Rush, B. (2017). Effects of military training on perceptual accuracy. *Western Journal of Criminal Justice*, 3(2), 1-13. Retrieved from <http://www.wiu.edu/coehs/leja/cacj/research/past.php>

Resumes



STEP 4 WORK ON EACH SECTION

CLASS PROJECTS/RESEARCH

Optional to Include:

- Bullets describing experiences

TROUT GALLERY

Senior Seminar Final Exhibition

Carlisle, PA
April 2018

- Produced and published exhibition catalogue with 15 pieces of artwork
- Collaborated with curator on gallery layout and color choice

“Capital in the Capital: A History of Albany’s Small Businesses”—Albany County Historical Association—Albany, NY—Jan 2016-May 2017

Museum exhibition crafted as class project of Siena University Public History Colloquium on the history of local businesses in Albany, which served as the summer exhibition of the Albany County Historical Association.

- Met with local businesses to devise narratives of their history.
- Designed museum panels for exhibit.

Resumes



STEP 4 WORK ON EACH SECTION



Refer to the Resume
Information Gathering
Activity

STOP AND DRAFT THE CLASS PROJECTS SECTION

Resumes



STEP 4 WORK ON EACH SECTION

SKILLS

- Need to be hard/measurable skills
- Should provide fluency or proficiency level
- Optional section

Don't Include:

- Soft skills/competencies (i.e. time management, organization)

Refer to the Resume
Information Gathering
Activity



Resumes



STEP 4 WORK ON EACH SECTION

SKILLS

Include:

- Skills such as: foreign language, computer, programming, science/lab skills
- Proficiency or fluency level (if applicable)
- Particular skills for the career/industry of interest

SKILLS (hard skills, such as foreign language, lab or computer languages only)

- _____ (Proficiency Level) _____ (Skill)
- _____ (Proficiency Level) _____ (Skill)
- _____ (Proficiency Level) _____ (Skill)

SKILLS

- Adept with: Microsoft Excel, PowerPoint, and Outlook and Google Applications
- Novice with: SPSS, InsuranceNow, Slate
- Intermediate: French language speaker

Resumes



STEP 4 WORK ON EACH SECTION

SKILLS AND LANGUAGES

Languages: Basic conversational Spanish

Computer Skills: Proficient in Microsoft Word and PowerPoint

Social Media: Twitter, Instagram, Facebook and Snap Chat

RELEVANT SKILLS

Proficiency: Agile Scrum, Java, JavaScript (Angular), SQL (Oracle, PostgreSQL), REST APIs, Git, HTML/CSS

Familiar with: C, Visual Basic, User Experience (UX Design), Amazon Web Services (AWS), Secure Coding

Operating Systems: Apple iOS, Microsoft Windows 7, 10, Google Android, Linux

Software usage: Slack, Discord

Skills

PCR | qPCR | DNA extraction | gel florescent imaging | enzyme digestions | cDNA synthesis
Immunofluorescence microscopy | gel electrophoresis | sonification |

Resumes



STEP 4 WORK ON EACH SECTION



Refer to the Resume
Information Gathering
Activity

STOP AND DRAFT THE SKILLS SECTION

Resumes

STEP 4 DRAFT YOUR RESUME

Congratulations! You have a full draft of your resume.

Be sure your resume is complete. Do you have all your experiences on it?

Having all the content is the first step.

ELLEN WASHINGTON

Applewood Ct., Vienna, VA 22033

(729) 555-1212

student@wharton.upenn.edu

EDUCATION

UNIVERSITY OF [REDACTED] Philadelphia, PA
Bachelor of Science in Economics, Concentrations in Finance and Marketing December 20xx

- Cumulative GPA: 3.7/4.00
- Honors and Organizations: Magna Cum Laude, Dean's List, Pi Delta Phi (National French Honor Society), Alpha Delta Pi

[REDACTED] HIGH SCHOOL Vienna, VA
Advanced Studies Diploma June 20xx

- Honors: 4.54/4.00 GPA, Departmental Award in Mathematics, First Place – American Statistical Association 20xx National Statistics Project Competition, National AP Scholar, National Honor Society, VDOE Governor's French Academy Graduate

PROFESSIONAL EXPERIENCE

DEUTSCHE BANK New York, NY
Investment Banking Summer Analyst – Global Industrials Group June 20xx – August 20xx

- Developed client presentations presenting market data and built financial models using comparables, DCF, and LBO analyses

Selected Transactions:

- Evaluated acquisition of fleet management company
 - Built accretion/dilution model to compare effects of all-debt, all-equity, and 2.0x leverage transaction structures
- Executed ~\$450mm secondary equity offering of Texas Steel Corporation (May 20xx)
 - Prepared internal memo for ECC, composing financial performance and company overview sections
- Summer Project: Evaluated merger of two industrial machinery companies
 - Built DCF valuation model to obtain proposed valuation for 100% of target company's equity
 - Presented investment logic and comprehensive pro forma analyses to jury panel of managing directors and directors, honored as second runner-up in group project competition

CITI CORPORATE AND INVESTMENT BANKING, Global Markets New York, NY
Intern – Commodity Trading June 20xx – August 20xx

- Compiled and maintained client lists from three global offices and facilitated customer interactions
- Streamlined processes for weekly commodity market updates using VBA, reducing time spent by 75%

UNITED STATES SECURITIES AND EXCHANGE COMMISSION Washington, DC
Honor Student (Intern) – Office of Public Affairs May 20xx – August 20xx

- Evaluated methods to disseminate investment knowledge to public, facilitating implementation of digital strategy plan
- Led efforts to facilitate communication and coordinate with news agencies, expanding contacts database twofold

EXTRACURRICULAR EXPERIENCE

MACK INSTITUTE FOR INNOVATION MANAGEMENT Philadelphia, PA
Website and Communications Assistant – Innovation Management September 20xx – Present

- Developed email newsletter marketing strategy aimed toward industry stakeholders, increasing website traffic by 19%
- Jumpstarted "When Things Go Wrong" website initiative, populating initial site and tripling website readership

SMART WOMAN SECURITIES AT THE UNIVERSITY OF PENNSYLVANIA Philadelphia, PA
Chief Executive Officer January 20xx – Present

- Coordinated with eight-member Executive Board and five-member Junior Board to execute daily club operations
- Spearheaded efforts to double membership within single semester and successfully executed 12 speaker events

VOYAGER AT THE UNIVERSITY OF PENNSYLVANIA Philadelphia, PA
Editor in Chief July 20xx – March 20xx

- Managed 23-member staff, proofread and directed weekly editorial content, and led campus recruitment efforts
- Executed initiative to interview Mark Cuban on Shark Tank, publishing article that acquired 22,864 hits in one week

ADDITIONAL

- **Languages:** Fluent Mandarin Chinese (spoken), business proficiency in French (spoken and written)
- **Programs and Technology:** Microsoft Office (VBA, Solver, Crystal Ball), HTML, JMP, Adobe Creative Cloud, Social Media
- **Interests:** Fashion, retail, entertainment, journalism, graphic design, and automobiles

Resumes

STEP 4 DRAFT YOUR RESUME

It will take a few drafts to finalize it.

You want to make sure it looks and sounds good.

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Resumes



NEXT STEPS

Step 5: Review, edit and update your resume

Step 6: Continue onto the other Internship Architects courses on resumes to improve your resume formatting and bullet writing



Resumes



REFLECTION and LESSON COMPLETION

1. Complete the Reflection and Action Steps.
2. Take the quiz to complete this course and move on to the next course.

Thank you for using Internship Architects' blueprints.

Every great future
begins with a **blueprint**.