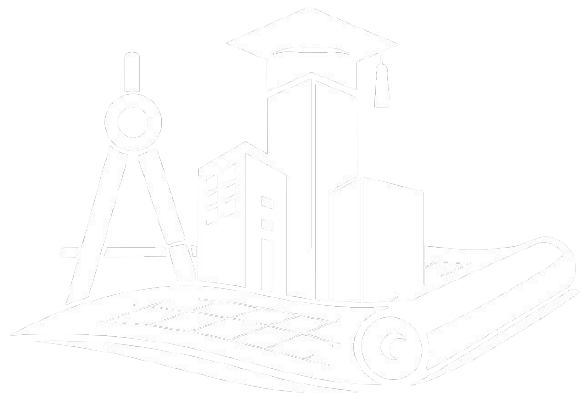




INTERNSHIP
ARCHITECTS



INTERNSHIP ARCHITECTS

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



Student Blueprint:

Telling Your Story
Resumes: Formatting

Resumes



Did you ever wonder or ask:

What is a resume?

What is the purpose of a resume?

Do people really read resumes?

What should a resume look like?



Resumes



The answers are:

Q: What is a resume?

A: A resume is a professional, factual document that provides information about your experiences and most importantly about your skills

Q: What is the purpose of a resume?

A: To provide information about you and what you can do. It is not just a list of past experiences; it is to promote your skills. The goal is to get you an interview.

Resumes



The answers are:

Q: Do people really read resumes?

A: People want to easily gather information from a resume. They start by scanning it, but with additional review, they read it more carefully.

Q: What should a resume look like?

A: A professional document, divided into sections. A “traditional” resume is black text, simple layout (no columns). A “stylized” resume has columns and graphics. Internship Architects recommends a traditional resume.

Resumes



Traditional	Stylized
Always accepted	Seen as trendy
Read by scanners, bots, AI	Can't be read by scanners, bots, AI
Looks traditional	Looks contemporary
Good for humans and bots	Good for humans only
Upload or send/hand to someone	Send/hand to someone (not uploaded)

Internship Architects is going to focus on the traditional resume.

Traditional

ELLEN WASHINGTON

Applewood Ct., Vienna, VA 22033

(729) 555-1212

student@wharton.upenn.edu

EDUCATION

UNIVERSITY OF PENNSYLVANIA – WHARTON SCHOOL

Bachelor of Science in Economics, Concentrations in Finance and Marketing

Philadelphia, PA

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

VIENNA HIGH SCHOOL

Advanced Studies Diploma

Vienna, VA

June 20xx

- Honors: 4.5/4.00 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

Investment Banking Summer Analyst – Global Industrials Group

New York, NY

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

Intern – Commodity Trading

New York, NY

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

Honor Student (Intern) – Office of Public Affairs

Washington, DC

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

Website and Communications Assistant – Innovation Management

Philadelphia, PA

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

Chief Executive Officer

Philadelphia, PA

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

Editor in Chief

Philadelphia, PA

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

Lilly Rouse

Digital Marketing Specialist

+1-541-754-3010

Los Angeles, CA

lilly@enhancv.com

<https://lillyrouse.com>

SUMMARY

Results-driven digital marketing specialist with 5+ years of experience in developing and implementing highly successful online marketing campaigns. Proven track record of increasing brand awareness, driving website traffic, and generating leads. Passionate about leveraging data-driven insights to optimize marketing strategies and deliver measurable results.

EXPERIENCE

Digital Marketing Manager

ABC Company

2018 – 2022 New York, NY

Developed and executed a comprehensive digital marketing strategy resulting in a 40% increase in website traffic and a 25% boost in lead generation.

- Implemented SEO techniques that improved organic search rankings by 20% within three months.
- Launched a successful social media campaign that increased brand followers by 50%.
- Collaborated with cross-functional teams to optimize website performance and user experience.
- Analyzed campaign data to identify trends and opportunities for optimization.

Digital Marketing Specialist

XYZ Agency

2015 – 2017 San Francisco, CA

Managed and executed digital marketing campaigns for diverse clients, resulting in a 15% average increase in website traffic and a 10% growth in conversion rates.

- Created and optimized Google Ads campaigns, resulting in a 20% decrease in cost per click (CPC).
- Developed and executed email marketing campaigns, achieving a 25% open rate and a 15% click-through rate (CTR).
- Conducted A/B tests to optimize landing page performance and increase conversion rates.

LANGUAGES

English
Native



French
Advanced



Stylized



Strategic Planning

Expertise in developing comprehensive marketing plans aligned with business goals and target audience.



Search Engine Optimization

Proficient in implementing SEO strategies to improve organic search rankings and drive targeted traffic.

SKILLS

Digital Marketing Strategy

Search Engine Optimization (SEO)

Social Media Marketing

Google Ads

MY TIME



- A SEO
- B PPC
- C Content Writing
- D Reporting

Resumes



WHAT ARE EMPLOYERS LOOKING FOR IN A RESUME?

- A well-organized document
 - Clean and professional with solid visual appeal
 - Divided into sections with entries to quickly scan education and experiences
 - Focuses on your career readiness competencies
 - Demonstrates attention to detail (consistency)
 - Allows them to learn about you
-

Resumes



TRADITIONAL RESUME WRITING BEST PRACTICES

- No more than 1 page for students or recent graduates
- Equal margins on all 4 sides, no less than .5"
- No columns, header/footers, graphics, icons
- Professional font: Times New Roman, Arial, Calibri, Aptos
- 10-12 point font (name can be slightly bigger)
- Only black font (writing in white font does not work)
- Some standard font enhancements like bold, italics, underline
- Use section headings to organize content
- Entries within a section must be in reverse chronological by the end date (most recent first)
- Consistency, consistency, consistency with all formatting

Resumes



TRADITIONAL RESUME WRITING BEST PRACTICES

Some things NOT to do:

- Don't use nicknames, use your formal name
 - Don't forget to include your name, email and phone number at the top
 - Don't state "references available" or list references on the resume
 - Don't use paragraphs
 - Don't have any information that isn't supportive of you (for example a GPA below a 3.0)
 - Don't have any errors
 - Don't have AI (or someone else) write your resume
-

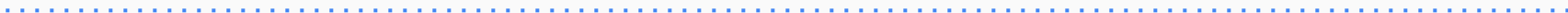
Resumes



RESUME ACTIVITY

You are going to review a resume.

Think like a recruiter. Review this applicant's resume, what do you think of it? How does it look? What do you learn about the person? Would you want to interview her?



Resumes



RESUME ACTIVITY

Open Anita Job's resume and review it. Make notes regarding the things she should do differently.

Anita Job

212 Wolf Rd.
Albany, NY 99999
coolcatgirl@yahoo.com

WORK EXPERIENCE

Smith Insurance Company, Schenectady, New York, June 2023- August 2024
Office Assistant

- Copied files, performed data entry, and made sure office was clean
- Answered phones and scheduled appointments
- Performed various miscellaneous tasks

Resumes



RESUME FORMATTING

What did you think of Anita Job's resume? Did you find any errors on it?

Would you have interviewed her based on this resume?

Hopefully your answer was no. There was quite a bit wrong with her resume.

Don't be like Anita, pay attention to your resume formatting! It is very important.

Anita Job

212 Wolf Rd. Albany, NY 99999

coolcatgirl@yahoo.com

[linkedin.com/in.joba9472b63d](https://www.linkedin.com/in/joba9472b63d)

WORK EXPERIENCE

Smith Insurance Company, Schenectady, New York, June 2023- August 2024

Office Assistant

- Copied files, performed data entry, adm made sure office was clean
- Answered phones and scheduled appointments
- Performed various miscellaneous tasks

Gotcha University, Fakeville, NY

February 2025 -

Current

Path Finder

- Provided tours of college facilities to prospective students and their families (Groups of 10-30 students).
- Answered questions pertaining to college from prospective students and their families
- Provide information regarding the college and the college experience
-

Apple Store, Albany, NY May 2024 - Present

Sales Associate

- Assisted customers with their product selections
- Answered technology related questions
- Performed miscellaneous task

EDUCATION

Gotcha University, Fakeville, NY

Bachelor of Business in Marketing; BA in Poli Sci. May 2027

SKILLS

- Microsoft Word, Excel, PowerPoint, Access, Outlook, and Publisher
- Speak a little French
- Good communicator, following directions, time management

Activities

- Reading, bike riding, watching movies
- **Executive Board Member, Student Events Board**, Gotcha University, Sept 2025 - Present

Anita Job

Albany, NY

anitajob@gmail.com

518-555-0001

[linkedin.com/in/anitajob](https://www.linkedin.com/in/anitajob)

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

EXPERIENCE

Tourguide, **Gotcha University**, Fakeville, NY

Feb 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- Aug 2024

- Communicated with customers to schedule appointments in an efficient manner
- Utilized *InsuranceNow* 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

Not so
Good



GOOD



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

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
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- 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



But why?

Review the comments on this [Google Doc](#) to see ALL of the areas of improvement Anita made to get her resume looking like this!

This one is better? →

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

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
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June 2024

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- 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



- Looks better
- Consistency with formatting
- Contact information-appropriate and complete
- Contains the necessary elements
- Education section first since a student
- Reverse chronological order used
- Better written bullets

Review the comments on this [Google Doc](#) to see ALL of the areas of improvement Anita made to get her resume looking like this!

Anita Job

212 Wolf Rd. Albany, NY 99999

coolcatgirl@yahoo.com

[linkedin.com/in.job9472b63d](https://www.linkedin.com/in/job9472b63d)

WORK EXPERIENCE

Smith Insurance Company, Schenectady, New York, June 2023- August 2024

Office Assistant

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Anita Job

Albany, NY

anitajob@gmail.com

518-555-0001

[linkedin.com/in/anitajob](https://www.linkedin.com/in/anitajob)

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

EXPERIENCE

Tourguide, **Gotcha University**, Fakeville, NY

Feb 2025 - Present

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

May 2024 - Present

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Office Assistant, **Smith Insurance Company**, Schenectady, NY

June 2023- Aug 2024

- Communicated with customers to schedule appointments in an efficient manner
- Utilized *InsuranceNow* 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

Not so
Good



GOOD



Resumes



RESUME FORMATTING

Formatting is VERY important.

A well formatted resume will:

- Get read, a disorganized resume will not!
- Allows the reader to easily scan to glean information
- Is ATS friendly
- Portrays a professional image



Resumes



YOUR RESUME

If you **haven't** written a resume, STOP.



Draft your resume before continuing with this lesson!

Take Internship Architects' Resumes: Drafting course.

If you **have** a resume proceed with this course.

Resumes



YOUR RESUME

Open your resume or print it and look at. Take some time to review it. Does it look like Anita's before or after?

Look at it with an objective eye, act like a hiring manager. How does it look? Does it follow the guidelines presented earlier? Are there any areas of improvement?



Resumes



YOUR RESUME



REVIEW YOUR RESUME!

Resumes



YOUR RESUME

How did it look? Does it need some updates?

That's what the rest of the course will do.



Resumes



RESUME FORMATTING CHECKLIST

Internship Architects has assembled a [Resume Formatting Checklist](#). Please open or print this document.

Keep the copy of your resume open or the printed copy around as well.

For the rest of this course, have both **your resume** and the [Resume Formatting Checklist](#). You will be referring to both. It is best if you have both the checklist and your resume printed, but you can have them is separate tabs.

Resumes



COURSE

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



- Watch the video for a section
- Pause the video
- Use the Resume Formatting Checklist and Analyze that section of your resume
- Note corrections to be made, or make the necessary changes



Resumes



COURSE

Process: Continued

- Return to the video
- Repeat the process
- At the conclusion, you will have updated your resume, making sure it is ATS friendly



Resumes



COURSE

Review your resume thoroughly! Remember you want your resume to be read by both ATS and humans. If it doesn't look good, the employers won't bother to read it and the ATS won't be able to read it.

Let's begin!



Resumes



CONTACT INFORMATION SECTION

- ☐ Formal/legal name, first and last name
- ☐ One phone number listed
- ☐ One “professional” email address
- ☐ If including any location information include only city and state (optional)
- ☐ All information together at the top of the page
- ☐ If including a portfolio or LinkedIn link, it is customized
- ☐ No personal information included

NAME HERE

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

Anita Job

Albany, NY

anitajob@gmail.com

518-555-0001

linkedin.com/in/anitajob

Resumes



CONTACT INFORMATION SECTION

- Your name can be a slightly larger font and bolded
- Location; LinkedIn, or other links to portfolios are all optional
- Can be formatted as you like

John Dickinson

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

ELLEN WASHINGTON

Applewood Ct., Vienna, VA 22033

(729) 555-1212

student@wharton.upenn.edu

Resumes



STOP: REVIEW AND CORRECT THE CONTACT INFORMATION SECTION

Resumes



EDUCATION SECTION

- ❑ First section of the resume
- ❑ Institution's full name (no abbreviations), City, State
- ❑ Correct degree listed (ie. BS or Bachelor of Science, High School Diploma)
- ❑ Include all majors, minors, certifications, concentrations (If applicable)
- ❑ Month and year of graduation (preceded with expected or anticipated if not yet graduated)
- ❑ High school information in same formatting (only include if underclassmen in college)

- ❑ Only list schools where degrees were or will be earned, except for study abroad
- ❑ If studied abroad, listed with same formatting
- ❑ If a GPA is listed, it's over 3.0

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



EDUCATION SECTION

- GPA, Honors, Awards, Relevant Courses are optional
- Font enhancements of your choice
- College first, then high school (if including)

EDUCATION

UNIVERSITY OF [REDACTED] SCHOOL

Philadelphia, PA

Bachelor of Science in Economics, Concentrations in Finance and Marketing

December 20xx

- *Cumulative GPA:* 3.74/4.00
- *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

[REDACTED] College, Carlisle, PA
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



STOP: REVIEW AND CORRECT THE EDUCATION SECTION

Resumes



WORK EXPERIENCE

- ❑ Section header accurately reflects content of entries (ie Work experience doesn't include volunteer work)
- ❑ Each entry includes: title/position, company/organization, city, state, date range with month year - month year
- ❑ Reverse chronological order by end date (newest to oldest)
- ❑ Uses bullet points to describe skills utilized
- ❑ Bullets start with strong action verbs

(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)		

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

- Communicated with customers to schedule appointments in an efficient manner
- Utilized *InsuranceNow* 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

Resumes



WORK EXPERIENCE Continued

- ❑ No action verbs repeated
- ❑ Bullets are 1-2 lines long
- ❑ All experiences in a section have bullets
- ❑ There are 2-6 bullets/entry

- ❑ All verbs are in present (administer) if still in position or past (administered) if no longer in the past; no -ing form of verbs (administering) used
- ❑ No pronouns

CITI CORPORATE AND INVESTMENT BANKING, *Global Markets*

Intern – Commodity Trading

New York, NY

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

Honor Student (Intern) – Office of Public Affairs

Washington, DC

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

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



WORK EXPERIENCE

- Can include any jobs including: on-campus or work study, part time, full time, internships (paid or unpaid)
- Include the career readiness competencies into bullet content
- Formatting is consistent

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

Resumes



STOP: REVIEW AND CORRECT THE EXPERIENCE SECTION

Resumes



ADDITIONAL SECTIONS

This can include:

- **Skills:** hard skills like computer or foreign language, lab skills
- **Class projects or Research:** research papers, thesis, group projects, academic competitions,
- **Activities:** clubs/organizations, volunteer work
- **Athletics**
- **Honors/awards:** Dean's list, department honors, honor societies, awards

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

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

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)
 - _____

Resumes



ADDITIONAL SECTIONS

For any of these sections:

- ❑ Section header accurately reflects content of entries

- ❑ Each entry includes: title/position, company/organization, city, state, date range with month year - month year
- ❑ Same formatting as other sections
- ❑ All experiences in a section have bullets or none have bullets

INTERCOLLEGIATE ATHLETICS

Player,  **University**, 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

ACTIVITIES

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

Sept 2025 - Present
Sept 2025 - May 2023

SKILLS AND LANGUAGES

Languages: Basic conversational Spanish

Computer Skills: Proficient in Microsoft Word and PowerPoint

Social Media: Twitter, Instagram, Facebook and Snap Chat

Resumes



ADDITIONAL SECTIONS Continued

- ❑ Reverse chronological order by end date (newest to oldest)
- ❑ If bullets, start with action verbs and are 1-2 lines long

SKILLS

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

- ❑ If listing skills, do NOT include soft skills
- ❑ If listing skills include proficiency level (if applicable)
- ❑ Do not include hobbies

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

Independent Researcher, █████ University, Loudonville, NY

Subtractive Manufacturing

Sep 2022 - Present

- Assess the current state of a Othertmill 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.

Resumes



STOP: REVIEW AND CORRECT YOUR OTHER SECTIONS

Resumes

SET UP and GRAMMAR

- ❑ Don't use a template
- ❑ Don't use a header and/or footer on the document
- ❑ One page in length, mostly fills the page
- ❑ No paragraphs used
- ❑ No typos, grammatical errors, punctuation mistakes
- ❑ No personal pronouns used (I, me, he, she, they, them, our, theirs...)
- ❑ Spacing is even/consistent
- ❑ All sections, bullets, texts are aligned

Anita Job

Albany, NY

anitajob@gmail.com

518-555-0001

[linkedin.com/in/anitajob](https://www.linkedin.com/in/anitajob)

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

EXPERIENCE

Tourguide, **Gotcha University**, Fakeville, NY

Feb 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- Aug 2024

- Communicated with customers to schedule appointments in an efficient manner
- Utilized *InsuranceNow* 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

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- Novice with: SPSS, InsuranceNow, Slate
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ACTIVITIES

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Sept 2025 - Present

Player, **Club Baseball**, Gotcha University

Sept 2025 - May 2023

Resumes

SET UP and GRAMMAR Continued

- ❑ Periods at the end of bullets are optional, but all or none
- ❑ Professional font 10-12 points
- ❑ Even margins that aren't very large or very small
- ❑ Sections and Headings used
- ❑ ALL formatting is consistent throughout the entire document
- ❑ Months may be abbreviated, but all or none
- ❑ Within each section, reverse chronological order is used (newest to oldest)

ELLEN WASHINGTON	
Applewood Ct., Vienna, VA 22033	(729) 555-1212 student@wharton.upenn.edu
EDUCATION	
UNIVERSITY OF [REDACTED] SCHOOL	Philadelphia, PA December 20xx
<i>Bachelor of Science in Economics, Concentrations in Finance and Marketing</i>	
- Cumulative GPA: 3.74/4.00 - Honors and Organizations: Magna Cum Laude, Dean's List, Pi Delta Phi (National French Honor Society), Alpha Delta Pi	
HIGH SCHOOL	Vienna, VA June 20xx
<i>Advanced Studies Diploma</i>	
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 June 20xx – August 20xx
<i>Investment Banking Summer Analyst – Global Industrials Group</i>	
Developed client presentations presenting market data and built financial models using comparables, DCF, and LBO analyses	
Selected Transactions:	
<i>Evaluated acquisition of fleet management company</i> - Built accretion/dilution model to compare effects of all-debt, all-equity, and 2.0x leverage transaction structures <i>Executed ~\$450mm secondary equity offering of Texas Steel Corporation (May 20xx)</i> - Prepared internal memo for ECC, composing financial performance and company overview sections <i>Summer Project: Evaluated merger of two industrial machinery companies</i> - 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 June 20xx – August 20xx
<i>Intern – Commodity Trading</i>	
- 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 May 20xx – August 20xx
<i>Honor Student (Intern) – Office of Public Affairs</i>	
- 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	
MAC K INSTITUTE FOR INNOVATION MANAGEMENT	Philadelphia, PA September 20xx – Present
<i>Website and Communications Assistant – Innovation Management</i>	
- 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 January 20xx – Present
<i>Chief Executive Officer</i>	
- 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 July 20xx – March 20xx
<i>Editor in Chief</i>	
- Managed 23-member staff, proofread and directed weekly editorial content, and led campus recruitment efforts - Executed initiative to interview Mark Cuban of 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

SET UP and GRAMMAR Continued

- ❑ No columns or other design elements like graphics, icons, colored font, pictures
- ❑ No references listed or a line that says “references available upon request”

Does it look polished and professional?

Anita Job

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Sept 2025 - May 2023

Resumes



STOP: REVIEW AND CORRECT YOUR ENTIRE RESUME

Resumes



RESUME FORMATTING CHECKLIST

Congratulations! You now have a correctly formatted resume that is easily readable to both humans and ATS.

It's really important to get the formatting right because:

- Employers are reviewing potentially hundreds of resumes to choose approximately 5 to interview. Thus, they are looking for reasons to put someone's resume in the no pile.
 - Application Tracking Systems are reviewing your resume first and improper formatting can easily upset the bot, rendering your resume un-reviewed.
-

Resumes



RESUME FORMATTING CHECKLIST

Did you find anything to correct on your resume?

If you didn't make the corrections as you went, remember to do so!

It's really important to get the formatting right



Resumes



RESUME FORMATTING CHECKLIST

Your resume now looks good!

This is the easy part of writing a resume. Next up, Internship Architects' Resumes: Bullet Writing lesson to learn how to make your resume sound good!



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**.