

Applied Study Term Internship Resume Sample

**SAMANTHA SANGAMON**

ssang01s@uis.edu

**CURRENT:**

1325 Carl Sandburg Avenue  
Springfield, Illinois 62703  
217-555-4321

**PERMANENT:**

3425 West End Parkway  
Chicago, Illinois 60012  
312-555-9632

**FIELD EXPERIENCE OBJECTIVE** Refer to “Resume Objectives” for help with this statement.

Seeking the opportunity to apply my knowledge in a practical (business, legal, social services, etc.) setting through an internship at (fill-in-the-name-of-the-business or agency). Or be direct and use the agency’s description.  
Seeking a position as marketing and public relations intern.

**EDUCATION** The most recent educational experience should appear first.

Bachelor of Arts, University of Illinois at Springfield, anticipated in May 2008

Communication with General Business minor      **Optional: major/minor GPA**

Associate of Arts, Springfield College in Illinois, 2006  
Liberal Arts

Diploma, Springfield High School, 2004 **This is OPTIONAL according to current convention**

**RELEVANT COURSES** Spell out the complete name of each course. Use commas not columns.

**University of Illinois at Springfield**

Introduction to Interpersonal/Organizational Communication, Introduction to Mass Media, News Gathering and Writing, Communication Technologies, Principles of Marketing, Managing Organizational Behavior, Principles of Financial Management (in progress), Writing for Public Relations (in progress), Dealing with Diversity

**Springfield College in Illinois**

Introduction to Communication Arts, Speech, Introduction to Journalism, Beginning Photography

**Special Skills:** Word processing, spreadsheets, databases, presentation graphics **or list specific applications**  
Proficient in the use of Word, Excel, PowerPoint, DreamWeaver

**ACTIVITIES, HONORS AND AWARDS** List activities and honors which demonstrate leadership and skills.

University of Illinois at Springfield Dean’s List, 2007

Springfield College in Illinois Dean’s List, 2006

President, Lambda Pi Eta communication honor society

**WORK HISTORY** Dates of employment and military service with most recent listed first.

2006-present: Brookens Library, Springfield, Illinois, Student Worker, shelving and information desk

2003-2006: Gordman’s, Springfield, Illinois, Sales Associate

**WORK or INTERNSHIP EXPERIENCE** This is optional. No experience? Don’t use this category.  
**Experience related to proposed field experience.**

**VOLUNTEER EXPERIENCE** An optional category for experiences/skills related to proposed field experience.

Summer 2005: Lincoln Memorial Garden, Springfield, Illinois, Volunteer

Assisted with special events; coordinated educational programs for children and adults.

Created tri-fold, color brochures with photographs for two new exhibits.

**REFERENCES** Current sources suggest listing 3 references. We suggest two references be UIS faculty and one from your volunteer or work experience. ALWAYS ASK YOUR REFERENCES FOR PERMISSION TO USE THEIR NAMES. A business card gives you the exact contact information you need for the resume. List name, title, phone and e-mail address.

Dr. Edward Sellers, Professor Communication, 217-206-5555, sellers@uis.edu

## MAKE IT LOOK GOOD

- ✓ Spell out every word. Avoid abbreviations (IL for Illinois) or acronyms.
- ✓ Many employers want resumes and cover letters sent as email attachments. Save your documents as PDF since they can be opened using a PC or MAC and the formatting is saved. Office 2007 has an option to save as PDF.
- ✓ Use light colored (white is best), standard size 8 1/2 x11 paper, **printed on one side**.
- ✓ Generally ONE page is sufficient, but it is acceptable for your resume to be two pages. However, information on the second page should take up at least 1/3 of the page.
- ✓ While Times New Roman is a standard font, dare to be different without going overboard. Bell MT, Ariel, Book Antiqua, and Garamond are examples. The sample uses Garamond 11 point font.
- ✓ Avoid italic text, script and underlined passages. Capitalized words and boldface are acceptable.
- ✓ Avoid graphics and shading. Don't compress space between letters. Instead use a font with a tight pitch like Garamond or Ariel. Avoid horizontal and vertical lines, staples and folds.

### **THE FOLLOWING STEPS WILL HELP YOU CREATE A WINNING INTERNSHIP RESUME.**

**1. Introduce yourself.** Your name should be at the top of each page (top, center or left—your choice). Use the “header” and it will appear at the top of every page. If they are different, including your campus or local address AND your permanent (family) address means that a potential employer can reach you—even if you are home during school vacation. If you use an Americanized nickname include it like this: WAI MAN “Andy” LAM. Do you have an extremely difficult name to pronounce? Afraid that an employer may be reluctant to call you as a result? Try this--

OLUMIDE NGUNDIRI  
(pronounced “oh-LOO-mee-day guhn-DEE-ree”)

**2. Focus on the field experience objective.** Focusing on an objective may take some soul-searching, but if you take an internship just for the sake of having one, you will be robbing yourself of the opportunity for a premium educational experience. Decide on an internship title (as listed in a description) or a specific career area you wish to explore. Position the objective right after your name and contact information. It is important that you do everything you can to make the employer interested in learning more about you. Because the objective is found near the top of the resume, it is particularly important that it captures the employer’s interest. Using one or two sentences, you want to state some combination of what it is that you are seeking and what it is that you can offer.

**3. Customize yourself.** Think of four or five skills or educational knowledge needed for the internship you seek or skills listed in the internship description. List those skills and knowledge, and then...

**4. Toot your horn.** Recall your education, experiences, achievements, abilities, and skills cultivated in other internships or jobs. Be confident; you probably have more ability than you think. **Write it out with a flourish.** Describe what you have done in concise, brief statements that begin with strong action verbs like executed, expanded, improved, accomplished, achieved, served, originated, demonstrated, displayed, etc. Indicate how the accomplishment was of benefit to an employer, yourself, or others. Present a unique summary of what you did and how you got results.

**5. Choose a reverse chronological format.** When you are a student, current university education is listed first, other colleges next and high school last. Relevant coursework might include not only major courses but minors and elective courses. Some courses may be listed as “in progress” if not completed. Likewise, work history, internships and volunteer experiences should be listed with the most recent experience first.

**6. Get Feedback.** Show your resume to other people before you use it. Elicit constructive criticism. Remind people that you are applying for an internship—not a job. **Proofread it again and again.** Read it from right to left to catch errors. Mastering the resume process will give you more control over the future. The purpose of a resume is to land an interview and to make you stand out from other applicants. A tremendous opportunity to exercise creativity exists in resume writing. It will also get you in touch with your aspirations, much like a mini-career counseling session.

<p>Self-Serving or Uninteresting Objectives:</p>	<p>Those Same Objectives, Revisited:</p>
<p><u>Example #1</u>  ~ Seeking an outside sales opportunity with a progressive-thinking company that will provide me with an opportunity for advancement.</p> <p>What company doesn't like to think of itself as "progressive"? Also, why are you worried about advancement already? You haven't even been hired for <i>this</i> job yet.</p>	<p><u>Alternative:</u>  ~ Seeking outside sales internship position requiring proven closing skills.  ~ Seeking off campus sales position requiring proven closing skills.</p> <p>These clearly state what you seek, and emphasize that you have the requisite skills.</p>
<p><u>Example #2</u>  ~ Seeking to advance my career in the exciting world of pharmaceutical sales.</p> <p>Every wasted word that you put on your resume decreases the impact of all the other words. If the employer spends even a half second reading the adjective "exciting," it does two things. It increases the chance that a more important word—an action verb or an accomplishment—will be missed. Secondly, it gives the reader the impression that you are trying to snow them.</p>	<p><u>Alternative:</u>  ~ Seeking pharmaceutical sales internship utilizing my background and experience in organic chemistry as well as my excellent interpersonal communication skills. Willing to travel and /or relocate.</p> <p>Again, this shows you are focused, and that you can make a contribution. It also states that you are willing to do what it takes to move up the ladder.</p>
<p><u>Example #3</u>  ~ Seeking management position.</p> <p>This is a common mistake, particularly among first-time job seekers. It does not tell the employer anything, except perhaps that you have not given a great deal of thought to what it is that you want to do.</p>	<p><u>Alternative:</u>  ~ Seeking retail-management training position, utilizing my six years experience in retail sales.</p> <p>Clearly states the goal and summarizes your qualifications.</p>
<p><u>Example #4</u>  ~ Seeking a challenging position in social services.</p> <p>Again, this adjective adds very little to the objective.</p>	<p><u>Alternative:</u>  ~ Seeking a position as a crisis counselor.</p> <p>Short and to the point.</p>
	<p><u>Alternative:</u>  ~ Seeking the opportunity to apply and integrate my classroom knowledge in a practical _____* setting through an internship at (<u>fill-in-the-blank</u>).</p> <p>* (business, legal, social services, etc.)</p>

## **COVER LETTER SAMPLE**

Your Name

Mailing Address • City State Zip  
Telephone Number • Email Address

Date

Your Addressee's Name, Professional Title  
Company or Agency Name  
Mailing Address  
City State Zip

Dear Mr., or Ms., or Dr. Last Name,

### **First Paragraph Make the purpose of your letter clear. For example:**

I am a student in the (name your program) program at the University of Illinois at Springfield. Through the Applied Study Office at UIS, I have learned of the possibility of an internship in my area of study for the \_\_\_\_\_ semester. Enclosed is a resume highlighting my coursework and field experience objectives.

Give the best reason why you should have the job.

### **Second Paragraph**

Explain in detail your biggest claim on the internship. Relate this to your education, skills and volunteer or past internship experience. Support yourself with facts. Be honest.

### **Third Paragraph**

Explain all the rest of your skills that you could use to serve this organization. Group similar items together and arrange in a logical relationship to each other.

### **Fourth Paragraph**

State that you are looking forward to meeting them and are available for an interview as soon as possible. "I will call you for an appointment to discuss an Applied Study opportunity." (You could also use the words "internship opportunity.") Be sure to follow up that promise of a phone call. Wait two or three working days after you mail the resume and letter. Show appreciation to the employer for considering your application, for granting you an interview, etc.

Sincerely,

*Your Handwritten Signature*

Your Typed Name

Enclosure: Resume

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## **sample Thank You Note**

Express your appreciation after the interview with a hand-written note.

*Dear Mr. Walker,*

*I want to thank you very much for interviewing me yesterday for the internship at the XYZ Company. I enjoyed meeting with you and learning more about your products. My enthusiasm for the internship was strengthened as a result of the interview. I think my education and skills fit nicely with your requirements and I am sure I could make a significant contribution to the company during an internship. You provide the kind of opportunity I seek. Please feel free to contact me at 217-206-5555 or ssango1s@uis.edu if I can provide you with any additional information.*

*Again, thank you for the interview and your consideration.*

*Sincerely,*

*Samantha Sangamon*