



## How to Create a Resume

A resume is a summary of your education, skills, accomplishments and experience that a potential internship site will use to help gauge whether or not you are fit for a particular position. Following are some guidelines on how to create a resume to accompany your internship application, and a sample for your reference. It is not necessarily the only approach, but has proven to be the most effective in CAPA's experience with our placement sites.

- **Resume Length:** Your resume should be no longer than one page in length. Include relevant and important accomplishments, but do it in as few words as possible. A vigorous, concise resume will be examined more carefully than a long winded one. Graphics are a distraction so avoid using them.
- **Paper:** CAPA keeps all the original documents and faxes or posts photocopies to our sites. Do not worry about purchasing expensive paper but make sure the paper is of a standard 8 1/2 by 11 size.
- **Font:** Use a standard font such as Times New Roman, Arial, or Courier no smaller than 10pt, and no larger than 14 pt.
- **Bullet Points:** These make lists easier to read and give your resume a sense of cohesion.
- **Be Positive:** If you achieved something, say so, but don't exaggerate to the point of misrepresentation.
- **Proofread:** Proofread all documentation. It is often helpful to have a second set of eyes review your work.
- **Be consistent:** Ensure the layout, punctuation etc. is consistent throughout. For example: if you put a period at the end of a bullet point, ensure you put one at the end of all bullet points.

### Step-by-Step Guide to Creating a Resume

1. Start with your name in **bold** in the center of the page. Use the exact same heading on your cover letter.
2. Place your college address on the left and your permanent address on the right. Include your telephone numbers and e-mail address.
3. For the first heading, list your education including your major and any minors as well as your GPA.
4. List any courses you have taken that are relevant to the internship subject you wish to pursue.
5. List any leadership positions, clubs, and awards you have received

**IMPORTANT NOTE:** In the UK, affiliation with sororities and fraternities can be viewed negatively. It is also important to know that in the UK, faith is viewed as an intensely private matter. Britons do not make reference to it in job applications. You may want to take these cultural differences into consideration when writing your resume.

6. List your work experience in reverse chronological order, listing most recent positions first. Be sure to include the dates of employment.
7. List any languages you speak other than English as well as your competency level.
8. List all of your skills and interests including computer software experience.

**Sample Resume**  
**Suzie Sanchez**

[suzie@university.com](mailto:suzie@university.com)

University Address  
Street  
City, State, ZIP

Permanent Address  
Street  
City, State, ZIP

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## **EDUCATION**

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### **Any University, USA**

**September 2005 - Present**

- Bachelor of Arts in Anthropology
- Concentration in Museum Administration, Archives and Historic Preservation
- GPA 3.65

### **Relevant Course Work**

- Principles of Anthropology
- Archive Administration
- Historic Preservation Planning

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## **LEADERSHIP AND AWARDS**

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### **National Society of Collegiate Scholars**

Members of this organization recognize the academic achievement of university students, and encourage its members to engage in activities directed towards serving the community.

### **Community Service Scholarship and Award**

Received the Community Service Scholarship and Award for outstanding public service, 2006.

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## **WORK EXPERIENCE**

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### **College Planned Giving Telethon, Anywhere, USA**

**September 2005– present**

*Phone Consultant*

- Solicited donations from university alumni
- Met preset call volume goals
- Developed excellent customer service skills

### **The U.S. Historical Site, Anywhere, USA**

**June–August 2007**

*Summer Intern*

- Assisted with exhibitions
- Produced helpful information sheets
- Answered visitor inquiries

### **Adventure Learning Center, Anywhere, USA**

**June–August 2006**

*Teacher's Assistant*

- Created a safe and fun learning environment for children between the ages of 3 and 4 years old
- Implemented indoor and outdoor activities and educational lessons
- Demonstrated patience and understanding while caring for children

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## **SKILLS AND INTEREST**

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- **Languages:** Proficient in Spanish, Beginner French
- **Computer Skills:** Proficient in Microsoft Word, PowerPoint and Excel; familiar with Microsoft Access
- **Special Interests:** Theatre, Running, Reading, Watercolor Painting