



RESUME TEMPLATE—STUDENT INTERN

FULL NAME

City, State | Contact No. | Email

www.linkedin.com/in/your-linkedin-profile

OBJECTIVE: Seeking an internship position with XYZ company

EDUCATION

Bold school name; include the date you expect to graduate/transfer

RELEVANT COURSEWORK

List out courses you've taken or are currently taken that are relevant to the internship you are applying for

PROJECTS

Bold the title of the project, School project was completed, date range you worked on the project

- Did you work in a group or individually AND what was the purpose of the project?
- Include more detail about the project AND your unique role
- Describe the results of the project and what you learned

EXPERIENCE (can be work experience or volunteer experience)

Bold the title of your position, Company Name or Organization

dates you worked there

- Start with an action verb that highlights a particular strength
- DO NOT list duties performed - think about what you ACCOMPLISHED
- What actions did you take and what skills did you learn from the job

Bold the title of your position, Company Name or Organization

dates you worked there

- Use a variety of action verbs for each job and bullet point
- What skills and lessons learned do you want to highlight
- Try to quantify information when possible:
instead of working with customers → Assisted over 50 customers daily....

Bold the title of your position, Company Name or Organization

dates you worked there

- Think of ways you can stand out from other students
- Use complete statements and be as specific as possible
- Try to use at least 3 bullet points per experience!

RELEVANT SKILLS & QUALIFICATIONS

- Use this section for technical skills NOT soft skills (ex: Hardworking, Reliable, Leader, etc)
- Fluent in another language, Proficient in Microsoft Word, PowerPoint, Excel etc.

AWARDS/ACCOMPLISHMENTS *(optional)*

- For example Honor Society, Honor Roll, Scholarships



RESUME SAMPLE—STUDENT INTERN

Imas Tudent

Fremont, CA | 510.123.4567 | email@ohlone.edu

www.linkedin.com/in/your-linkedin-profile

OBJECTIVE: Seeking an Accounting Internship with a Company XYZ

EDUCATION

Associate Degree, Business Administration, Concentration in Accounting, Ohlone College

Graduation Date: May 20XX

GPA: 3.2

RELEVANT COURSEWORK

Financial Accounting, Managerial Accounting, Principles of Economics-Macroeconomics, Principles of Economics-Microeconomics, Introduction to Business, Business Law, Introduction to Statistics

PROJECTS

Accounting Information Systems Project, Ohlone College

Fall 20XX

- Analyzed and manually recorded approximately 50 customer and employee transactions on a daily basis
- Led a team of four to adjust year-end worksheet trial balance and audited sales commissions
- Converted the entire manual project on Peachtree software two weeks earlier than the deadline

Instagram Financials Project, Ohlone College

Spring 20XX

- Led team of five to complete SWOT report of Instagram financial statements
- Evaluated and analyzed aspects such as MD&A, operating profit, and the audit report
- Developed strategies concentrated on expansion to new markets, resulting in revenue growth for Instagram

RELATED EXPERIENCE

Student Assistant

08/20XX – Present

Ohlone College Business Office

Fremont, CA 94539

- Counsel and advise approximately 10 business students a day on academic progress
- Assist in the development of a 2-year plan for the freshman to support student success

VITA – IRS Income Tax Preparation Volunteer

12/20XX – 4/20XX

Ohlone College Tri-Cities Career Center

Newark, CA 94560

- Assisted over 20, Spanish-speaking clients in completing annual tax returns
- Received high marks from clients and was invited to return the following tax season

SKILLS

Technical: MS Excel, QuickBooks, Peachtree

Languages: Fluent in English and Spanish