

## RESUME WRITING TIPS

### **General Tips:**

- Keep resume to one page, if at all possible. No more than two pages.
- Think of the application as a whole.
  - A resume is one component, used to quickly highlight your experience.
- Customize your resume for each specific internship opportunity.
- Highlight accomplishments but do not exaggerate.
  - Exaggerations will become evident if you are selected for an interview.

### **Name:**

- Use a single line for all contact information to save space.
- Include hyperlink to LinkedIn or other professional accounts.

### **Objective:**

- Omit. Highlight your objective in essay or cover letter.

### **Education:**

- List schools you are attending or studied abroad.
  - No need to list schools attended for summer or transfer credits.
  - No need to include standardized test scores.

### **Experience:**

- Briefly summarize what you accomplished.
- Not limited to paid experience. Volunteer work can be included as well.
- Does not have to be listed in chronological order.
  - List most relevant first.

### **Publications & Presentations:**

- Include any relevant publications and presentations, if applicable.
  - Include student presentations and co-authored works.
  - Combine publications and presentations into one section for Resume.

### **Additional Sections (if Applicable):**

- Skills – quick, easy to read list of skills, software experience
- Professional Memberships
- Certifications – include field-specific certifications, if applicable.
- Extracurricular Activities – list any leadership positions held.

### **References:**

- Omit to save space. Most internship application request recommendation letters.