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Blog Post: Tips for Writing a Better Internship Resume

August 18, 2020

from ResumeBuilder.com

Most internships are intended for those currently in school, whether at the undergrad or graduate level. As such, most relevant experience will be related to coursework as opposed to hands-on career skills. Always include the degree program in which you are enrolled as well as any relevant coursework. This can include classes you have taken in the specialty you are considering as well as any special projects, like research studies, that pertain to the internships for which you are applying.



Example:

Bachelor of Business Administration in Accounting
Georgia Southern University, August 2018 to May 2022 (anticipated)

Relevant coursework:

- Accounting principles
- Auditing
- Business law
- Corporate finance
- Cost accounting
- Economic principles
- Income Tax

Include Certifications or Outside Accreditation

While most experience surrounding a career field will be school-related for those currently seeking a degree, this isn't universally true. Some internship-seekers may have certification relevant to an industry outside of academia. For example, a BSN student may have a CNA license from working in nursing in high school, and a student seeking a BBA in Management with a Hospitality Management concentration may have a ServSafe certification from prior food handling jobs. Include exact names where possible.

While internships can be broad in comparison to jobs post-graduation, limit certifications to those relevant to the application at hand. For example, a Red Cross lifeguarding certification will not be terribly relevant to a job in finance.

Example:

Licenses and Certifications

Interdisciplinary Certificate in Hospitality Management, Georgia Southern University, May 2022 (anticipated)

Read more tips and examples at <https://www.resumebuilder.com/internship-resume-examples/>

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