

Listing Your Internship on Your Resume

It is critical that you choose an internship that aligns with your career goals. The reason is clear. You will most likely be using the internship experience as one of your selling points on your resume and in your job search. Quality internship experiences can be quite impressive to employers looking to hire you after graduation. Listing and describing the internship on your resume is necessary.

Think about your top three selling points related to your immediate career goal. This means surveying your education, work, internship and volunteer experiences and determining the top three things about you that the next employer needs to know, related to the job you want. These three selling points need to appear on the resume on the top half of the first page. In other words, the employer needs to see this information right-off-the-bat, in the first 5 seconds he/she looks at your document. If the internship is one of your top three selling points, it will go at the top as the enclosed example shows. If you have other more impressive *related* experience, place the internship lower on the page.

2 Ways of Listing the Internship

- 1. In the “PROFESSIONAL EXPERIENCE” section, using an appropriate title. The title can be “Intern,” or another title given to you by the organization. Or, you can create your own title as long as it accurately represents your role. In the example given, creating a title gives the flexibility to use a title that showcases a particular area of focus.**

PROFESSIONAL EXPERIENCE

Mental Health & Guardianship Advocacy Center, Atlanta, GA

Jan. 2000 – May 2000

Advocacy Intern

- Interned for 3 programs in mental health field within Public Defender’s Office: Mental Health Unit, Guardianship Advocacy Unit, and Special Hearings Unit
- Interviewed individuals at in-patient public and private facilities, such as The XYZ State Hospital (specializing in geriatric psychiatric care), ABC State Hospital (adolescents and adults), as well as the Blank Foundation (children and adolescents) for mental health programs.
- Assisted attorneys in Megan’s Law legal cases by interviewing defendants for upcoming hearings, documenting and evaluating statements and preparing materials for the court.
- Managed case loads, interviewed clients and submitted timely documentation and reports. Ensured confidentiality of all records and communications.

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- 2. In its own “INTERNSHIP” section:**

INTERNSHIP

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SAMPLE RESUME FOLLOWS

Mental Health

1000 Today Drive, Atlanta, GA 30000
(678) 555-1111 · mentalhealth@yahoo.com

OBJECTIVE: Entry-level Mental Health Counseling position, such as Residential Counselor, Mental Health Counselor, Mental Health Associate, Clinical Case Manager, or Partial Care Counselor

EDUCATION

B.S., Human Services; Minor in Psychology
Mercer University, McDonough, GA

Expected May 2000
GPA: 3.8

Relevant Coursework:

Introductory Sociology

Psychotherapies

Social Services Research Methods

Introduction to Human Services

Conflict Resolution

Psychopathology

Interpersonal Relations

Grant Writing

Substance Abuse Treatment

Introductory Psychology

Multicultural Issues

Human Development: Life-span

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EMPLOYMENT

Substitute Teacher, XYZ School, Atlanta, GA

Feb. 1996 – present

- Teach all subjects as substitute teacher for elementary and secondary schools, following lesson plans left by classroom teacher and maintaining positive classroom learning environment.

Hostess/Waitress, The Restaurant, Atlanta, GA

Dec. 2000 – present

- Coordinate seating, efficiently and promptly, for popular downtown restaurant with seating for 550 indoors and outdoors. Seat 200 customers per 8-hr. shift, while serving 1000 bar customers per 5-hr. shift.
- Efficiently seat and serve group parties and banquets, such as four holiday parties (75 customers each) in one day. Received recognition for top-notch customer service and positive attitude under stress.
- Entrusted with \$450 bankroll at beginning of each shift. Maintain 99+% cash reconciliation accuracy daily
- Chosen by management to promote upcoming shows and events via on-site and off-site marketing pieces and public relations appearances.

Administrative Assistant, Little and Young Attorney's Office, Atlanta, GA

Summer 1999

- Maintained orderly and productive environment in busy office with 6 attorneys. Effectively answered and transferred incoming phone calls on 8 lines, and scheduled 50-60 appointments daily for all attorneys.
- Word processed, edited, and revised large volume of homeowners' claims and legal settlement documents weekly (20-25 documents, each 75-80 pages in length).

COMPUTER SKILLS Windows, MS Office – Word, Excel, Access, PowerPoint, Outlook, PhotoShop, Internet Explorer