

# Resume FAQ for Internship Applicants

## Frequently Asked Questions



### What should my resume include?

- Contact Information: Name, phone, email, LinkedIn (if available). No personal address.
- Objective (optional): A brief statement of your internship goals.
- Education: School, expected graduation date, GPA (if strong).
- Experience: Part-time jobs, volunteer work, projects, or leadership roles.
- Skills: Technical, language, and soft skills.
- Extracurriculars: Clubs, sports, or activities showing teamwork and leadership.
- Awards & Certifications: Relevant recognitions or completed courses.



### How long should my resume be?

- Keep it one page—clear and concise.



### I don't have much work experience. What can I include?

- Highlight school projects, volunteer work, club involvement, and relevant coursework that show responsibility and skills.



### How do I format my resume?

- Use clear headings and bullet points.
- Stick to professional fonts (e.g., Arial, Times New Roman).
- Maintain consistent formatting (dates, spacing).
- Avoid using any graphics or photos.



### What are some key tips for making my resume stand out?

- Use action verbs (e.g., led, organized, developed).
- Tailor your resume to each internship's requirements.
- Proofread carefully—no typos or errors!
- Be honest; don't exaggerate skills or experiences.

# Sample Resume for Internship Applicants

## Ima Student

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## Objective

Motivated high school student seeking a summer marketing internship to gain practical experience and contribute to creative projects.

## Education

Westside High School, West Palm Beach, FL

Expected Graduation: May 2026

GPA: 3.8

## Experience

### Social Media Volunteer, Local Animal Shelter

June 2024 – Present

- Created and scheduled social media posts that increased engagement by 20%.
- Assisted with community outreach events and adoption drives.

### Team Member, Smoothie Bar

May 2023 – August 2023

- Provided excellent customer service and maintained a clean work environment.
- Handled cash register and balanced daily sales.

## Skills

- Social Media: Instagram, TikTok, Canva
- Communication & Teamwork
- Basic Microsoft Office (Word, Excel, PowerPoint)

## Extracurricular Activities

- Marketing Club, President
- Soccer Team, Varsity Member

## Awards & Certifications

- Honor Roll (2023, 2024)
- Google Digital Garage: Fundamentals of Digital Marketing Certificate