

Here is a sample provided by the AACC Internship Office:

## Anne Arundel

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Arnold, MD 21012  
(410) 777-2222  
Aarundel1@mymail.aacc.edu

- OBJECTIVE** To obtain an internship in a Congressional office related to Political Science, utilizing writing, research and customer service/constituent relations skills
- EDUCATION** **A.A., Transfer Studies**, Expected Graduation: May 2011  
**Area of Interest: Political Science**  
Anne Arundel Community College, Arnold, MD  
GPA: 3.75/4.0  
Earning/financing more than 50% of college expenses  
Relevant Coursework: Introduction to Political Science, Principles of Business, and Entrepreneurial Studies courses
- COMPUTER SKILLS**
- | <b>Software:</b> |         | <b>Other:</b> |                |
|------------------|---------|---------------|----------------|
| MS Office        | Quicken | Google        | Mac computers  |
| SPSX             | Access  | Lexus/Nexus   | Dell computers |
- PRIOR INTERNSHIP EXPERIENCE**
- Legislative Intern**, Office of Senator Calvert, Annapolis, MD January-April 2009
- Received political science college credit for internship experience
  - Focused on constituent correspondence, bill tracking and preparing testimony
  - Awarded stipend for working 16 hours per week during the session
- WORK EXPERIENCE**
- Waitress**, Nordstrom Café, Annapolis, MD May 2008-Present
- Work 20 hours per week to help fund college education
  - Provide excellent customer service during busy lunch and weekend hours
  - Received Employee of the Month award for June 2009
- Self-employed**, Dorothy's Slippers, Arnold, MD October 2007-December 2008
- Created custom footwear using semi-precious stones
  - Developed business plan for niche market during peak holiday seasons
  - Generated client base through cold calls, craft shows and referrals
  - Covered all expenses and yielded net profit of \$2,000 per quarter
- ACTIVITIES**
- Entrepreneur's Club, President, August 2008-Present  
Women's Lacrosse Team, August 2007-June 2009  
Student Association, Secretary, August 2008-June 2009
- VOLUNTEER**
- HIV/AIDS Volunteer Enrichment Network, Annapolis, September 2009-Present  
Lighthouse Shelter, Annapolis, September 2008-May 2009
- HONORS**
- Scholar Athlete Award, June 2008
- AVAILABILITY** January-May 2010

## Anne Arundel's Résumé Features:

- One page format
- Masthead with neat, clean font, and basic contact information (Professional Email address and a phone number to a line that Anne will answer professionally)
- Chronological format, with most recent data on top
- Information categories presented in a way that the eye can easily scan (You have 30 seconds to pique an HR professional's attention before they move on to the next résumé)
- Concise objective statement tailored to position, if possible
- Detailed education section with GPA and expected graduation
- Computer skills in a simple table format
- Internship experience related to objective statement and academic work
- Work history that captures the quality of the experience, emphasizing responsibility through action verbs (e.g., created, developed, etc.)
- Work history that expresses the quantity of productivity through numbers/dollars (e.g., worked 16 hours a week, \$2,000 net profit, etc.)
- Consistent format for school, work, employment, internship and volunteer data involving location and dates
- Extracurricular and volunteer activities
- Honors and awards
- Availability statement as a conclusion (rather than "References Available"—it is understood you will provide references if asked)
- Consistent use of punctuation marks, capitalization and general format style

Note: Some sections in this example may not apply to you (e.g., prior internship experience), in which case you may omit that section. This sample is merely a suggested guide, and you may have additional relevant sections to add.

# AACC Internship Résumé Top 10 Tips Checklist

- \_\_\_\_\_ 1. Do you have an appropriate email address?  
(We recommend your @mymail.aacc.edu address.)
- \_\_\_\_\_ 2. Is your voicemail greeting/live voice answer appropriate and professional when employers call?
- \_\_\_\_\_ 3. Are abbreviations correct?  
(For instance, Maryland is MD not Md. & Road is Rd. not RD, etc.)
- \_\_\_\_\_ 4. Are all punctuation marks consistent? (Either a period or no period after statements & consistent dash marks ( - -- — ), etc.)
- \_\_\_\_\_ 5. Is this a one page résumé?  
If not: --Does your work history justify a second page?  
--Do you have a full second page?  
--Does the second page include your name and either your phone number or email address as well as "Page 2" in the upper right hand corner?  
(If you answered yes to all of these questions, a two-page résumé may be appropriate.)
- \_\_\_\_\_ 6. Do columns, bullets, and other visual cues align on the page to help the reviewer read the document more easily?
- \_\_\_\_\_ 7. Is the font and any bolding, size changes, etc. appropriate and consistent?
- \_\_\_\_\_ 8. If you have an appropriate online portfolio, do you have a link to it?
- \_\_\_\_\_ 9. Do you open with a clear objective statement specifying an internship goal in your area of study?
- \_\_\_\_\_ 10. Do you conclude with an availability statement targeting the term in which you seek to intern?